

VISHAL EXPERT SERVICES PVT. LTD.

Regd. Office: 201, Rashmiraj Apartment, CTS No. 1554, Next to Vikram Tiles, Shivaji Nagar, Pune - 411005

Tel. +91 20 25510076

Eligible candidates are invited for a walk in Interview at 10:00 AM on 21st September 2022, for various Non-Teaching Postilions to be engaged through outsourcing agency in Indian Institute of Information Technology, Pune.

S. No.	Name of the Post	Indicative Remuneration	No. of Posts	Required Qualification and Experience
1	Finance Consultant/AOSD (Accounts)	₹45,000 Approximately	1	M.Com/M.B.A (Finance) with 10 years working experience in Accounting in Central Government or Autonomous Institution. OR Retired officer from Central Government/ autonomous institutes/ Higher Education Institutes with at least 5 year experience in area of finance & Accounts at Pay Level 10 (or equivalent) and above
2	Admin Consultant/AOSD (Admin)	₹45,000 Approximately	1	PG Degree with Minimum 5 years working experience of administration as Superintendent or Equivalent Post in Government department or Educational or Research Institution. OR Retired officer from Central Government/ autonomous institutes/ Higher Education Institutes with Minimum 5 year experience in area of Administration at Pay Level 10 (or equivalent) or above
3	Junior Engineer	₹32,000 Approximately	1	B.E. / B.Tech preferably in Civil Engineering/ Construction Engineering/ Architecture and Working Knowledge of legal and Estate matters including land acquisition, arbitrations and related matters.
4	Lab Assistant(CSE)	₹25,000 Approximately	3	B.E./ B.Tech in CSE or allied branch Working knowledge of Lab setup, equipment and practical knowledge regarding experiments in the concerned department
5	Lab Assistant(ECE)	₹25,000 Approximately	2	B.E./ B.Tech in ECE or allied branch Working knowledge of Lab setup, equipment and practical knowledge regarding experiments in the concerned department
6	Office Assistant	₹23,000 Approximately	4	Bachelor's degree with Proficiency and Knowledge of computer applications and operations.
7	Housekeeping and Security Supervisor	₹23,000 Approximately	1	High School Pass with 5 year Experience in relevant area Ex-Servicemen and retired personnel from Police Department will be given preference
8	Housekeeping	As per minimum Wages Act	22	Physically and mentally fit Men and Women

- Higher Remuneration may be offered to the deserving candidates based on their qualification, experience and performance in the selection process

- Walk-in Interviews will be conducted for Post No. 1 to No. 7; for other posts, recruitment will be on the basis of previous work experience. If you are willing to come for a Walk-in-Interview, please fill in the Google form: <https://forms.gle/VakTiNG22dVi8z5g7>

Venue of the Interview: Indian Institute of Information Technology, Pune

Survey No. 9/1/3, Ambegaon Budruk, Sinhgad Institute Road, Pune -411041

Time and Day of the Interview: 10:00 A.M. on Wednesday, 21st September 2022