

Job Vacancy: Assistant Office Executive

M/s Easy Source HR Solutions Pvt. Ltd is providing Manpower Services to Indian Institute of Technology Mandi w.e.f. 01.06.2019. Applications are invited from eligible and interested candidates for the following position:

Department	Media, Outreach & Ranking Cell
Post & Category	Assistant Office Executive (Highly Skilled)
No. of Vacancies	01
Educational Qualification	Masters Degree in relevant discipline (preferably in Mass Communications/Management).
Desirable	Preference will be given to the candidates having experience/expertise in one or more of the following areas: Communication, Media, Content Management, Video Editing and data handling.
Job Profile	Media related Content Writing for newspaper, print magazine and electronic media, Coordination /Management with the activities of Media, Outreach & Ranking Cell.
Experience	Preferably 03 years of relevant work
Age	Below 40 years on closing date of the application.
Monthly Salary*	Gross ₹ 18,824/- with applicable EPF, ESIC

* Subject to revision as per Govt notification on Minimum wages from time to time.

Documents required: - (1) Latest Resume/Curriculum Vitae/Bio-Data (Pdf File Only)
 (2) Identity & Address proof (Pdf File Only)
 (3) Latest passport size photograph (Image File) Interested

and eligible candidate may apply for the post on the link given below:

Post	Application Link
Assistant Office Executive	https://forms.gle/Ly2pLDw5NCUUKKe49
Last Date of Application	15.11.2021 (05:00PM)

Candidates should ensure their eligibility for the above post and submit self-attested copies of Educational certificates, Experience certificates (if any), Medical Fitness certificate at the time of further selection process. The agency reserves rights to call only shortlisted candidates for further selection process. No TA/DA will be paid for attending the selection process.

General Terms & Conditions:

- I. The outsource employee shall be on the payroll of M/s. Easy Source HR Solutions Pvt. Ltd.
- II. The post is purely temporary.
- III. The selected candidate will have no right whatsoever to the permanent employment/regularization/contract absorption, etc.
- IV. The assignment can be terminated by either side without assigning any reason.
- V. After expiry of term, employment shall stand terminated automatically unless the same is extended in writing.
- VI. The employee shall strictly observe the Code of Conduct, Institute norms, Rules & Policies prescribed by our client IIT Mandi from time to time during the period of his/her deployment with principal employer.

NOTE: The aforesaid Terms & Conditions shall be supplementary and in addition to the terms of appointment order/contract, which shall be issued to the eligible candidate. Further, note that M/s. Easy Source HR Solutions Pvt. Ltd. reserves the right to deny & cancel all the applications received and cancel the appointment/deployment without assigning any reason whatsoever.

-sd/-
Authorized Signatory