

**Job Vacancy: Office Assistant**

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:

<b>Department</b>	Finance & Accounts Section
<b>Post &amp; Category</b>	<b>Office Assistant (Skilled/Clerical)</b>
<b>No. of Vacancies</b>	02
<b>Educational Qualification</b>	Graduate/Post Graduate in Commerce with minimum 55% marks from a recognized university with knowledge of Computer Applications
<b>Desirable</b>	Knowledge of Tally ERP9 including Voucher Entry/Bank reconciliation/TDS Returns. Persons having knowledge about RTI Act and good verbal & written communication skills in official dealings.
<b>Experience</b>	01 Year of relevant working experience on Accounting Software
<b>Age</b>	21-35 Years
<b>Monthly Salary*</b>	Gross ₹ 16,042/- 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:

<b>Post</b>	<b>Application Link</b>
Office Assistant	<a href="https://forms.gle/E5Lt74Rv1ypTwYfH9">https://forms.gle/E5Lt74Rv1ypTwYfH9</a>
Last Date of Application	<b>19.11.2021 (05:00 PM)</b>

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**