

**Job Vacancy: Office Assistant - 01**

**Date: 27.04.2020**

The Indian Institute of Technology Mandi, as a Principal employer is hiring outsourced manpower service from M/S. Easy Source HR Solutions Pvt. Ltd. from 01.06.2019.

M/S. Easy Source HR Solutions Pvt. Ltd. thereby invites applications from interested & eligible candidates for the following position:

Post	Office Assistant, No. of Post- 01 (On Outsource Basis)
Qualification	Bachelor Degree/Diploma or equivalent with at least 55% marks from recognized University/Institute.
Technical Background	Proficiency in English, knowledge to handle computer based and web-based applications. Experience with MS-Office (Word, Excel, PPT, etc.) or equivalent.
Experience	Minimum 2 years of experience of working in any reputed organization/hospital.
Age	Below 40 years
Rate of Pay	As per Minimum wages prescribed by Ministry of Labour & Employment. Presently @ Rs. 14,794/- per month with applicable EPF, ESIC, etc.
Place of Posting	Health Centre, IIT Mandi


Interested & Eligible candidates may send their CV/Resume via e-mail to [iitmandi@easysourceindia.com](mailto:iitmandi@easysourceindia.com) **latest by 15/05/2020 (05:00 P.M.)**. Mention the name of Post in 'Subject' Line. Alternatively, CV/Resume can be submitted at the **site office** of the agency at IIT Mandi Kamand campus - 175075.

Candidates should ensure their eligibility for the above post and submit self attested copies of relevant documents along with CV/Resume. The agency reserves rights to call only shortlisted candidates for selection process. No TA/DA will be paid for attending the selection process.

**General Terms & Conditions:**

- The post is for a period of one year from the date of joining or till the contract period of the agency with the institute.
- The outsourced employee shall be on the payroll of M/S. Easy Source HR Solutions Pvt. Ltd.
- The post is purely temporary.
- The selected candidate will have no right whatsoever to the permanent employment/regularization/contract absorption, etc.
- The assignment can be terminated with one month notice period from either side.
- After expiry of term, employment shall stand terminated automatically unless the same is extended by the competent authority.
- 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.

Authorized Signatory  


**Easy Source HR Solutions Pvt. Ltd.**  
(An ISO 9001:2015 Certified Company)

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