ADVERTISEMENT FOR OUTSOURCED STAFF

Applications are invited by **M/S Harshnath Human Services Private Limited,** the empaneled outsourcing agency for providing manpower services to **Indian Institute of Information Technology Una, HP (an Institute of National Importance under MoE, Govt. of India).**

Interested eligible candidates are invited to submit their application for the following purely temporary and outsourced basis non-teaching positions to be deployed at IIIT Una for a limited duration through the following Google form link https://forms.gle/my5zRGmgPnHDv1gr7 latest by 10.04.2026:

I. Details of Positions

S. No.	Position	Number of Posts
1.	**Assistant Administrative Officer (Academics)**	01
2.	**Assistant Administrative Officer (Accounts and Store–Purchase)**	01
3.	**Assistant Engineer (Technical)** • 01 **Programmer** • 01 **Network Engineer**	02

II. Eligibility Criteria

1. Assistant Administrative Officer (Academics)
Essential Qualification:

- Master's Degree with 55% marks with 2 years of experience in a reputed academic institution.
- The incumbent should have minimum 2 years of experience in managing Academic office of a reputed academic institution.

Desirable:

- Experience in co-ordination with JEE GATE, JAM, orientations & registration of PG, UG and PhD students, release of Scholarship, Issue of TAship, handling disciplinary cases, managing international exchange of students, Preparing Grade sheets, maintain records of students, Organize Convocation, Time table preparation, Management of senate records and implementation of senate decisions, award of scholarships etc.

2. Assistant Administrative Officer (Finance / Accounts & Store-Purchase)
Essential Qualification:

- Masters with 55% marks in relevant field with 2 years of experience in a reputed academic institution is mandatory.
- The incumbent should have minimum 2 years of experience in managing Finance and Accounts Office of a reputed academic institutions.

Desirable:

- Experience in Taxation matters, Accounting Compilation, Final Accounts, Works Accounts, GFR

3. **Assistant Engineer (Technical)**
   Essential Qualification
   - M.E./ M. Tech. and B.E./B. Tech. in relevant field with a minimum of 60% or minimum 6.5 CGPA with 1 years of experience in relevant area

   (OR)

   - B.E./B. Tech. with a minimum of 60% or minimum 6.5 CGPA with 3 years of experience in relevant area

III. **The tentative schedule for the recruitment process is as follows:**

S. No.	Activity	Date
1.	Publication of Advertisement	27.03.2026
2.	Last date of submission of the application Form	10.04.2026
3.	Publication of Shortlisted candidates	13.04.2026
4.	Date of Test and/or Interview	18.04.2026

IV. **Terms and Conditions:**

- All the above positions shall be on **outsourced basis for an initial period of one year**, which may be **extended for one additional year** based on satisfactory performance and institutional requirement.
- Each incumbent shall be paid a **Basic Salary within the range of ₹50,000/- to ₹60,000/- based on the merit and experience.**
- **Salary will remain fixed and no other allowances** shall be admissible.
- **Above position shall not fall under standard classification of outsourced employees for office errand services.**
- **It is further clarified that for the persons recruited through outsourced agency, the employer will be outsourced agency and workplace will be the IIIT Una.**
- **Under no circumstances, any claim regarding regularization/absorption/continuation etc. shall be entertained at any stage at IIIT Una.**
- Deployment of selected outsourced personnel will be immediate.