

# 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(Wednesday), for identification of suitable candidates for various Non-Teaching Positions to be engaged through M/s. Vishal Expert Services Pvt. Ltd, in Indian Institute of Information Technology, Pune.

S. No.	Name of Post	Indicative Remuneration	Number of Posts	Required Qualification and Experience
1	Finance Consultant/Account Officer	₹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/ Administrative Officer		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	₹30,000 Approximately	1	B.E./ B.Tech preferably in Civil Engineering/ Construction Engineering/ Architecture and at least 3 years' experience plus 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)		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	Library Assistant		1	B.Lib
8	Matron (Female)		1	Any Graduate
9	Housekeeping and Security Supervisor	₹22,000 Approximately	1	High School Pass with 5 year Experience in relevant area  Ex-Servicemen and retired personnel from Police Department will be given preference
10	Electrician	Rs.18.000	1	I.T.I. or Trade school diploma with 2 years' experience
11	Plumber	Approximately	1	I.T.I. or Trade school diploma with 2 years' experience

- 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 at IIIT Pune. Interested candidates may please provide their details 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, Sinhad Institute Road, Pune -411041

**Time and Day of the Interview:** 10:00 A.M. on Wednesday, 21<sup>st</sup> September 2022