



SYBEX SUPPORT SERVICES (P) LTD.

(Formerly Sybex Computer Systems (P) Ltd.)

CIN NUMBER : U51909DL1997PTC088173

A-39, Basement, Dayanand Colony, Lajpat Nagar-IV, N. Delhi-24

Phone : 011-26472368

Email : sybex45@gmail.com

ISO 9001 : 2008 Certified



Date: 06th July, 2018

Requirement of Manpower

The Indian Institute of Technology Mandi, the Principal employer appointed M/S. Sybex Support Services (P) Ltd. to provide manpower at the institute.

M/s Sybex Support Services (P) Ltd. thereby invites applications from interested candidates along with CV for the following position:

Post	Office Assistant (For accounts), No. of Post- 01
Qualification	Bachelors in Commerce from recognized university.
Technical Background	Knowledge of Tally ERP 9 including Voucher Entry/Bank reconciliation/TDS Returns etc.
Rate of pay	Rs. 13,990 Per Month / as per Minimum Wages prescribed by Ministry of Labour & Employment

Post	Office Assistant, No. of Posts-03
Qualification	Bachelors Degree/ITI from recognized university/ Institute as the case may be with basic knowledge of Computer Applications
Rate of pay	Rs. 13,990 Per Month / as per Minimum Wages prescribed by Ministry of Labour & Employment

Post	Attendant-Cum Cook, No. of Posts- 02
Qualification	10th Standard Pass, the preference will be given to those who have experience in hospitality & hotel management/ cooking in hotels etc.
Experience	One Year experience
Rate of pay	As per Minimum Wages prescribed by Ministry of Labour & Employment

Please send your CV via e-mail to sybex25iitmandi@gmail.com latest by 12.07.2018 (5.00 p.m). **Mention the Post in 'Subject' Line.** Alternatively, CVs can be deposited with the authorized personnel of the agency at IIT Mandi campus.

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

General Terms & Conditions:

- The post is initially for a period of one year from the date of joining or till the contract period of the agency with the institute. It can be further extended based on the requirements, subject to satisfactory performance.
- The outsource employee shall be on the payroll of M/s Sybex Support Services (P) Ltd.
- The post is purely temporary.
- The post holder will have no right whatsoever to the permanent employment/regularization/contract absorption, etc.
- The assignment can be terminated by either side without assigning any reason.
- After expiry of term, employment shall stand terminated automatically unless the same is extended in writing.
- The employee shall strictly observe the Code of Conduct and Rules & Polices prescribed by our client IIT Mandi from time to time during the period of their deployment at the premises of our client IIT Mandi .

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 Sybex Support Services (P) Ltd. reserves the right to deny & cancel all the applications received and cancel the appointment/deployment without assigning any reason whatsoever.

A MANPOWER COMPANY