

Date: 25/07/2026

Advertisement for Engagement of Caretakers (Hostel) and Accounts Assistant on Outsourcing Basis

Sammakka Sarakka Central Tribal University (SSCTU), Mulugu, Telangana invites applications from eligible candidates possessing the prescribed qualifications and relevant experience for engagement on **Outsourcing Basis**(Skilled) for the following positions.

S.No.	Name of the Post	No. of Posts
1	Hostel Caretaker	2 (01 Male & 01 Female)
2	Accounts Assistant	01

Last Date for Submission of Online Applications (through Google Form): **31.07.2026**

1. Hostel Caretaker

No. of Posts: 02 (01 Male & 01 Female)

Consolidated Monthly Remuneration: Rs. 24,000/-

Essential Qualification

- Bachelor's Degree from a recognized University.
- Minimum **two (02) years' experience** in hostel administration, student affairs, residential institutions, educational institutions, or similar organizations.

Desirable Qualification

- Good communication skills in English, Hindi and Telugu.
- Working knowledge of MS Office and other computer applications.
- Ability to interact effectively with students, parents and University officials.
- Experience in hostel administration and student welfare activities.

Job Responsibilities

The selected candidate shall:

- Manage the day-to-day administration and smooth functioning of the University hostels.
- Ensure safety, security, discipline and overall welfare of hostel residents.
- Supervise room allotment, occupancy records and maintenance of hostel registers.
- Monitor housekeeping, sanitation, cleanliness and hygiene in the hostel premises.
- Ensure uninterrupted water supply, electricity and proper functioning of hostel facilities.

- Supervise mess operations and ensure quality, hygiene and timely availability of food.
- Coordinate with security personnel, housekeeping agencies and maintenance staff.
- Maintain hostel inventory, furniture, equipment and asset registers.
- Attend to students' grievances and report disciplinary issues or emergencies to the competent authorities.
- Coordinate hostel admissions, vacation management and student movement.
- Assist in organizing student welfare activities and University programmes.
- Ensure compliance with university hostel rules and regulations.
- Perform any other duties assigned by the Competent Authority.

2. Accounts Assistant

No. of Posts: 01

Consolidated Monthly Remuneration: Rs. 24,000/-

Essential Qualification

- Bachelor's Degree in Commerce (B.Com.) from a recognized University.
- Minimum **two (02) years' experience** in Finance and Accounts in a Government Department, Central/State University, Autonomous Institution, PSU or any reputed organization.

Desirable Qualification

- Knowledge of Government Accounting, PFMS and GeM.
- Working knowledge of Tally ERP.
- Proficiency in MS Excel and MS Office.
- Knowledge of GST, TDS, Income Tax and statutory compliance.

Job Responsibilities

The selected candidate shall:

- Prepare bills, vouchers and payment files.
- Process salary, honorarium, TA/DA and other financial claims.
- Maintain Cash Book, Ledgers, Advance Register, Stock Register and other financial records.
- Prepare Bank Reconciliation Statements.

- Maintain records relating to grants received from UGC, Ministry of Education and other funding agencies.
- Assist in preparation of Budget Estimates, Annual Accounts and Utilization Certificates.
- Process procurement-related financial documents through GeM and maintain related records.
- Handle GST, TDS and other statutory deductions and maintain compliance records.
- Assist in Internal Audit, Statutory Audit and CAG Audit.
- Maintain proper filing and digital record management of finance documents.
- Perform any other finance and administrative duties assigned the Competent Authority.

Tenure

The engagement shall initially be **for one year**, which may be extended based on the University's requirement and satisfactory performance.

Age Limit

Preferably **not exceeding 35 years** as on the last date of submission of applications.

Relaxation may be considered for deserving candidates as per the decision of the Competent Authority.

General Instructions

1. The engagement is purely on **Outsourcing Basis**.
2. The appointment shall not confer any claim for regular appointment or absorption in the University.
3. The University reserves the right to increase or decrease the number of vacancies.
4. Mere fulfillment of minimum qualifications does not entitle a candidate to be called for interview.
5. The University reserves the right to shortlist candidates based on higher qualifications and/or relevant experience.
6. Original certificates shall be verified during the selection process.
7. No TA/DA shall be paid for attending the interview/skill test.
8. Selected candidates shall be required to join immediately.

9. The University reserves the right to cancel or modify the recruitment process without assigning any reason.
10. Canvassing in any form shall lead to disqualification.
11. The decision of the University shall be final and binding in all matters relating to selection.

How to Apply

Eligible candidates fulfilling the prescribed eligibility criteria shall apply **only through the Google Form** provided below.

upload clearly visible scanned copies of the requisite documents as specified in the Google Form:

Google Form Link: <https://forms.gle/6H5p43XwfA4stSAj7>

Last Date for Submission of Online Application (through Google Form):

31.07.2026 (up to 11:59 PM)

Note:

1. Applications submitted through any mode other than the prescribed Google Form shall not be considered.
2. Candidates shall ensure that all required documents are uploaded before final submission of the application.
3. Incomplete applications or applications without the requisite supporting documents are liable to be rejected.
4. The University reserves the right to verify the original documents at any stage of the selection process.
5. Submission of false or misleading information or suppression of material facts shall result in cancellation of candidature at any stage of the recruitment process.