

# **Sri Lakshmi Srinivasa Manpower Corporation, Tirupati**

## **Recruitment Notification 04/SLSMPC /2024-25, dt.28.09.2024**

Applications are invited for the role of **Middle Level Consultants (03 Posts) to work on contract basis in Tirumala Tirupati Devasthanams (TTD) for a period of 2 years** from qualified and enthusiastic followers of Hinduism.

The Applicant should belong to the state of Andhra Pradesh as per the rules prescribed by the Andhra Pradesh state Govt.

For more details please visit SLSMPC Website <http://slsmc.in/>

Name of the Post: – **Middle Level Consultants (03 Posts)**

**Last date and time to apply: 4:00 PM on 07.10.2024**

Eligible and interested candidates should send their applications to the below mentioned address along with the application annexed with this Notification, resume and testimonials in evidence of their qualification, experience, caste certificates, and other relevant documents required in evidence of their eligibility to the post.

### **Application for the post of “Middle level consultant”**

The Chief Executive Officer,  
Sri Lakshmi Srinivasa Manpower Corporation,  
Old Alipiri Guest House,  
Tirupati, AP. Pin – 517501.

If applicant desires to send in soft copy, should send the above documents to the mail address: [recruitments.slsmc@gmail.com](mailto:recruitments.slsmc@gmail.com)

### **Role / Overview:**

The **Sri Lakshmi Srinivasa Manpower Corporation (SLSMPC)** is seeking a dynamic and experienced professional middle level consultants to work on contract basis at our Client office, Tirumala Tirupati Devasthanams to assist in administrative functions.

The candidate will assist the Executive Officer/ Additional Executive Officer/ Joint Executive Officer or Any officer or office assigned in i) general management of tasks ii) deal with administrative paperwork iii) follow up of tasks with various departments iv) go through various documents including MIS reports and prepare summary & analysis bring out actionable points v) Understand various aspects of any subject given draft letters or prepare reports or prepare PPTs vi) Anything which is required for assisting the Officer or office in dealing with administration.

### **Key Responsibilities:**

- ❖ Assist in day-to-day administrative operations within client Organization i.e, TTD.
- ❖ May involve field duties whenever required
- ❖ Review and analyse various documents reports including MIS reports and provide valuable insights and actionable points
- ❖ Prepare and manage official correspondence, reports, and documents.
- ❖ Draft letters to various outside authorities and also preparing internal letters / notes
- ❖ Handle basic IT tasks, including the use of Excel sheets / Word documents /PPTs etc.,
- ❖ Should be tech-savvy
- ❖ Should prepare PPTs with the information/reports provided in a presentable manner
- ❖ Assist in the preparation of statistical reports and help interpret the data to support decision-making.
- ❖ Maintain records, documentation, and ensure proper filing systems.
- ❖ Coordinate with various departments for information and administrative requirements
- ❖ Organise and manage various tasks, pursue with the concerned departments , compile reports.
- ❖ Support in implementing strategic initiatives and monitoring progress on projects.
- ❖ May be required to prepare preliminary RFPs/ EOIs based on the basic inputs given by the domain experts.

### **Required Qualifications:**

- ❖ Educational Background: Master's degree in Business Administration from a reputed Institute. A higher qualification or certification in IT will be an added advantage.
- ❖ Experience: 10 to 15 years of experience in general administration or office management, preferably within a public or religious organization, should have excellent written communication skills, letter drafting skills, proficiency in IT, experience in reading report documents and prepare PPTs, should have experience in reading and understanding various reports including MIS reports and should have the experience required to handle key responsibilities mentioned
- ❖ The applicant must be a Hindu by religion and an enthusiastic follower of Hinduism

### **IT Skills:**

- ❖ Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- ❖ Ability to read and analyse MIS reports and other data reports.
- ❖ Basic understanding of database management and data entry tools.

### **Analytical Skills:**

- ❖ Strong ability to analyse statistical data, understand trends, and prepare insights for decision-making.
- ❖ Ability to present data in a clear and concise manner.

### **Communication Skills:**

- ❖ Strong written and verbal communication skills.
- ❖ Ability to interpret and write official documents and reports.

### **Other Skills:**

- ❖ Good organizational and time management skills.
- ❖ Strong attention to detail and problem-solving abilities.
- ❖ Ability to work both independently and in a team environment.
- ❖ Ethical and trustworthy, with a commitment to upholding the values of the client Organization i.e, TTD.
- ❖ Experience in preparation of RFPs/EOIs will be an added advantage though not mandatory

### **Desired Attributes:**

- ❖ Experience in religious or government administration is preferred.
- ❖ Knowledge of the Telugu language (both spoken and written) is desirable but not mandatory.
- ❖ Ability to handle sensitive information with discretion.
- ❖ High level of professionalism and integrity.

### **Salary & Benefits:**

- ❖ Rs 2.00 Lakhs per month. By Deduction of Income Tax as per norms
- ❖ Accommodation will be provided as per availability and convenience of Administration
- ❖ Laptop will be provided

### **Tenure**

Initially for a period of 2 years and extendable further based on mutual consent

### **Selection process**

Through a selection committee through a written and interview process after short listing candidates found prima facie eligible and suitable

### **Age Limit**

Maximum Age limit is 45 Years

## **Termination clause**

- i) Where the consultant is unable to accomplish the assigned works or the quality of the completed work is not to the satisfaction of the client Organization i.e, TTD,
- ii) The consultants fail in timely achievement of the milestones as decided by the client Organization i.e, TTD.
- iii) Where the consultant is found lacking in honesty and integrity or the undertakings provided are found to be false subsequently.
- iv) Where the consultant fails to comply with or is in breach or contravention of any applicable laws.
- v) In the event of termination of the contract consultant services shall be stand cancel effective from the date of termination of the contract.
- vi) Without prejudice to any other rights, SLSMPC or / and client Organization i.e, TTD may retain such amounts from the payment due to the consultant, as may be required to offset any losses caused to the SLSMPC or / and client Organization i.e, TTD as a result of any act/omissions/breach, violations of terms committed by the consultant.
- vii) SLSMPC or / and client Organization i.e, TTD having full rights can terminate the consultant without giving any prior notice

**Place of work** : Either Tirupati or Tirumala

## **Out of pocket expenses during outstation travel if any**

Will be reimbursed on the basis of actuals on production of original bills/ vouchers. They are outstation travel, conveyance during outstation stay, accommodation charges, per diems etc.

## **Application Process:**

- ❖ Interested candidates can submit their CV along with a covering letter within seven days of publishing of notification in the newspaper to [recruitments.slsmpc@gmail.com](mailto:recruitments.slsmpc@gmail.com)

The Corporation and the TTD Management has the right to modify / cancel the recruitment notification at any stage / point of time without assigning any reasons thereof.

**Sd/- Chief Executive Officer  
Chief Executive Officer (SLSMPC)(FAC)**



## **SRI LAKSHMI SRINIVASA MANPOWER CORPORATION: TIRUPATI**

**APPLICATION FOR THE POST OF .....**

**(1) Name of the candidate: .....**

**(2) Date of Birth: .....**

**(3) Caste & Category: ..... (4) Group (A/B /C/D) .....**

**Latest Passport  
Size Photo**

**(5) Permanent Address:**

**(6) Present Address:**

**S/o / D/o .....**

**S/o / D/o.....**

**Door No: .....**

**Door No: .....**

**Street: .....**

**Street: .....**

**Town / Village .....**

**Town / Village .....**

**District: .....**

**District: .....**

**State: .....PIN:.....**

**State: .....PIN: .....**

**(7) Mobile No: +91 .....**

**(8) e-Mail ID: .....**

**(9) Married: Yes / No**

**(10) Gender: Male / Female**

**(11) Blood Group: .....**

**(12) Emergency Contac: Name ..... Mobile Number: .....**

**(13) ACADEMIC QUALIFICATION (Starting from school leaving to Graduation)**

YEAR		Name of the Course	School/ College/ University	% of Marks Secured
TO	FROM			

**(14) PROFESSIONAL QUALIFICATION** (Any Professional Degree / Diploma):

Year		Name of the Course	College / University	% of Marks Secured
From	To			

**(15) PREVIOUS EMPLOYMENT:**

Name of the Organization	Department	Designation	Nature of Work	Duration (From / To)

**(16) LANGUAGES KNOWN:**

LANGUAGE	TELUGU	TAMIL	HINDI	ENGLISH	OTHERS
SPEAK					
READ					
WRITE					

**DECLARATION:**

I hereby declare that the information given hereinabove is true & correct to the best of my knowledge and belief. In case any of the information furnished by me is found to be incorrect, I will be liable for summary dismissal.

DATE: - .....

(Signature of the Applicant)

**Check list for the Documents to be submitted along with application:**

1. Copies of Educational Certificates.
2. Copies of Marks lists of educational qualifications.
3. Copy of Caste Certificate (in case of SC,ST & OBC)
4. Copies of Experience certificate.
5. Copy of Aadhaar Card.
6. Copy of PAN Card.