



EAGLE

Security & Personnel Services
Industrial & Commercial Services

Head Office:

Shop No. 12, Nirmala Co-op Hsg. Society Ltd.,
J.P.Road, Andheri (W), Mumbai - 400058.
Tel.: 022 2677 1034 / 2065
E-mail: ho@eaglesps.com

Corporate Office:

E-Wing 18 Floor, Lotus Corporate Park, Jai Coach Junction,
Goregaon (East), Mumbai - 400063.
Tel.: 022 4359 4359
E-mail: eaglesecurity@eaglesps.com | www.eaglesps.com

Ref no: Eagle/admin/IIITP/3/2026

Date: 28.08.2026

ADVERTISEMENT FOR HIRING OF MANPOWER

Applications are invited by M/s Eagle Security & Personal Service, the empaneled outsourcing agency for providing manpower services to Indian Institute of Information Technology Pune (an Institute of National Importance under MoE, Govt. of India).

DETAILS OF POSITION:

Sr. No.	Name of the Post	Qualification & Experience	Key Responsibilities	Consolidated Salary per Month
1	Senior Executive (Media & Communication)	Undergraduate in any stream with 1-3 years of relevant experience. Strong understanding of social media platforms, content creation, digital marketing and audience engagement.	Management of Institute's social media platforms including LinkedIn, Instagram, Facebook and YouTube; content creation and publishing; preparation of social media calendar; creation/coordination of graphics, reels, videos and other visual content; promotion of Institute programmes, events and initiatives; audience engagement; monitoring trends and analytics; preparation of performance reports and suggestions for improving reach and engagement.	₹50,000/-





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2	Senior Office Executive (Admin)	Bachelor's Degree in any discipline from a recognized University/Institute with minimum 3 years of relevant experience in Administration, Establishment, HR, Office Management, Stores & Purchase or General Administration in Central/State Government, Autonomous Bodies, Universities, Institutions of National Importance or PSUs. Proficiency in MS Office, drafting, noting and e-Office/ERP systems.	To assist in administration, establishment, HR, office management, Stores & Purchase and other general administrative activities, including noting/drafting, maintenance of records and MIS, and other duties assigned from time to time.	In the range of ₹35,000- ₹40,000/-
3	Office Executive (Admin)	Bachelor's Degree in any discipline from a recognized University/Institute. Desirable: Experience of working as Personal Assistant to Senior Officials.	To assist in day-to-day administrative and office activities, preparation and maintenance of records, correspondence, coordination, scheduling and other duties assigned by the Institute from time to time.	₹25,000/-

Note: Candidates already appeared for the Interview for any of the above posts at IIIT Pune in the last six months shall not be considered.

Note: The personnel engaged pursuant to this Employment Notice shall remain on the payroll of **M/s Eagle Security & Personnel Services** and shall be deployed at the **Indian Institute of Information Technology (IIIT) Pune** in accordance with the terms and conditions of the outsourcing agreement executed between the agency and the Institute.

Eligible and interested candidates are required to submit the duly filled application form, submitted through Google Form.

1. How to Apply

Interested candidates are required to submit their application through the respective Google Form link provided below:

Position	Application Link
Senior Executive (Media & Communication)	https://forms.gle/X7LjpZqnk1jxENb9A
Senior Office Executive (Admin)	
Office Executive (Admin)	





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2. Walk-in Test, Written Test and Interview Schedule: The schedule for the Walk-in/Written Test and/ or Interview shall be notified separately. The organisation reserves the right to shortlist candidates based on the number of applications received and the eligibility criteria prescribed for the post.

Note: In addition to submitting the Google Form, candidates are required to download and duly fill the Application Form (Annexure-I) and upload the same (duly filled) in the google form provided above also bring the same, along with all requisite self-attested Supporting documents, at the time of reporting for document verification on the date of Walk in- Written Test and Interview.

Syllabus for the written test shall be as per the Qualification, Experience and Key Responsibilities defined above.

Last date of Online Application through the Google Form: 12.09.2026

3. Venue:**Indian Institute of Information Technology (IIIT) Pune**

Permanent Campus, Gat No. 05 & 06, Village: Nanoli Tarf Chakan,
P.O. Talegaon, Taluka Maval, District Pune – 410507, Maharashtra.

4. General Instructions to Candidates

- Candidates shall bring the duly filled Application Form (Annexure-I), along with a recent resume and self-attested photocopies of the following documents:
 - Class X, Class XII, Graduation, and Post-Graduation Marksheets and Certificates (where applicable).
 - Proof of Date of Birth (Birth Certificate/Class X Certificate/any Government-issued document).
 - Experience Certificate(s) & Last Salary Certificate, wherever applicable.
 - PAN Card.
 - Aadhaar Card.
 - Copy of the Bank Passbook or Cancelled Cheque clearly indicating the Account Holder's Name, Account Number, and IFSC Code.
- Candidates are advised to ensure, before appearing for the selection process, that they fulfil the prescribed eligibility criteria, including educational qualifications, experience, and age, as specified in this Employment Notice.
- The prescribed qualifications and experience are the minimum eligibility requirements. Mere fulfilment of these requirements shall not entitle any candidate to be called for the selection process or guarantee engagement.
- Every claim regarding educational qualifications and experience must be supported by relevant self-attested documentary evidence. Applications not accompanied by the requisite documents are liable to be rejected.
- The candidate must have attained the minimum age of **18 years** on the date of the interview.
- Experience Certificates should be issued on the official letterhead of the employer and must clearly indicate the designation, period of employment, date of issue, and the name, designation, signature, and official seal of the issuing authority.
- Eagle Security & Personnel Services and/or IIIT Pune reserve the right to verify the authenticity of the documents and antecedents of the candidates at any stage of the engagement process or thereafter. If any information furnished is found to be false, fabricated, or suppressed, the candidature/engagement shall be liable to be cancelled immediately.





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8. The selected personnel shall be engaged by **M/s Eagle Security & Personnel Services** and deployed at **IIIT Pune** strictly in accordance with the terms and conditions of the outsourcing agreement.
9. M/s Eagle Security & Personnel Services reserves the right to cancel this Employment Notice or not to fill any or all of the advertised positions without assigning any reason. The decision of the agency, in consultation with IIIT Pune wherever applicable, shall be final.
10. Any Addendum, Corrigendum, or further communication relating to this Employment Notice shall be published only through the agency and/or the official website of IIIT Pune, wherever applicable.
11. The candidate shall be solely responsible for the correctness and authenticity of the information furnished in the application. Any false, incorrect, or misleading information may result in cancellation of candidature or termination of engagement at any stage.
12. In the event of any inadvertent error or omission in this Employment Notice or during the selection process, the employer reserves the right to modify, withdraw, or cancel any communication or decision without prior notice.
13. Candidates are advised to ensure that the application form is complete in all respects before submission. Incomplete applications are liable to be rejected.
14. **No TA/DA** shall be admissible for attending the document verification and/or interview.
15. Any dispute arising out of this engagement process shall be subject to the exclusive jurisdiction of the competent courts at **Pune, Maharashtra**.
16. The engagement shall be **purely on an outsourced contractual basis**. The selected personnel shall have **no claim whatsoever for regular appointment, absorption, permanency, or any other service benefits** at IIIT Pune against any regular or sanctioned post at any time.
17. The decision of **M/s Eagle Security & Personnel Services**, in consultation with IIIT Pune wherever applicable, on all matters relating to eligibility, selection, engagement, and interpretation of these conditions shall be **final and binding** on all candidates.





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ANNEXURE - I

APPLICATION FORM
(Attached Extra Sheets Wherever Required)

PHOTO

Instructions:

1. Fill in all fields clearly in block letters.
2. Attach copies of all relevant documents
3. Incomplete applications or applications without required documents will not be considered.

1. **Name of Candidate**

2. **Father's / Husband's Name**

3. **Active Mobile Number s**

4. **Active Email ID**

5. **Date of Birth -**

(MM / DD / YYYY) _____

6. **Gender -**

- Male
- Female
- Transgender

7. **Marital Status -**

- Single
- Married
- Other: _____

8. **Nationality –**

9. **PWD (if applicable) –**

10. **Aadhar Card Number –**

11. **PAN Card Number –**





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12. Educational Qualifications

Qualification	Specialization (if any)	Percentage / C.G.P. A	Year of Passing	Attach Certificate (Yes/No)
SSC / 10th				
HSC / 12th				
ITI				
Diploma (if any)				
Graduation (if any)				
Post-Graduation (if any)				

13. Any Other Courses / Training

14. Work Experience (if any)

S. NO	Name of the Organisation	Name of the Post with Duration of Post Held	Remuneration

15. Why do you wish to join IIIT Pune?
(Maximum 1000 words)

16. References: (should not be in a blood relation to the candidate) - Minimum Two (02)

S. no	Name , Position Held, Name of the Organisation and Address of the Reference Person	Contact No.	Email ID





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17. Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that providing false information or withholding relevant information will disqualify me from consideration for the post.

Place: _____

Date: _____

Signature of Candidate: _____

