



**SKILLS  
UNIVERSITY**  
TELANGANA

## **YOUNG INDIA SKILLS UNIVERSITY, TELANGANA**

**(Established under Act No. 13 of 2024 by the Government of Telangana)**

**No. YISU/Esst./CA(NT)/2025/20**

**Date: 25-06-2025**

The Young India Skills University (YISU), has been established in Hyderabad under the Young India Skills University, Telangana (Public-Private Partnership) Act 2024 to bridge the gap between industry needs and academic offerings. YISU operates on a Public-Private Partnership (PPP) model, where the Telangana government and industry leaders collaborate to ensure the curriculum aligns with real-world demands. YISU empowers students with the practical skills required for today's workforce.

Applications are Invited for the Appointment of Non-Teaching Staff for the Following Positions on Contract Basis.

**Job Title:** Executive Secretary to Senior Leadership – 2 No's

**Present Location:** YISU, Kautilya Block, (ESCI Campus), beside Khajaguda lake, Gachibowli.

**Employment Type:** Contractual

**Gender:** Male / Female

**Salary Range:** - ₹50,000/- to ₹60,000/- per month.

### **Job Summary:**

The Executive Secretary will provide active administrative support to the Senior Leadership of the University, functioning as a key liaison across the University staff, Government & other External agencies.

The role requires a high level of thoroughness, multitasking and attention to details, excellent communications, institutional priorities, loyalty and shall be very proactive.

### **Key Responsibilities:**

1. Manage the daily schedules, including meetings, travel, and events of leadership.
2. Draft and review official correspondence, prepare presentations and reports of all kinds.
3. Coordinate meetings, including industry, government agencies and with other stakeholders.
4. Prepare, maintain accurate records of discussions, decisions, and follow-up till closure.
5. Prioritize and support in organizing high-profile events, such as preparation and signing of MoU in a seamless manner.
6. Handle confidential information with integrity and maintain a high standard of professionalism in all interactions.
7. Any other works which requires lateral thinking and multitasking.

### **Qualifications & Experience:**

1. Candidate should be a Graduate/Post graduate from a recognized University.
2. A minimum working experience of 3 years in a similar role is required.
3. Candidates who have worked in leading academic institutions are preferred.

4. Excellent proficiency in Microsoft office and suite other related software including handling IT systems, OHP's.
5. Excellent English communication skills both oral and written is a non-negotiable qualification.
6. Able to work and meet time schedules.
7. An interactive, amicable and intelligent personality capable of maintaining cordial relations with all stakeholders.
8. Possess problem solving skills.

**General Terms and Conditions:**

1. The appointment will be purely on **contractual basis** for a period of one year, extendable as per requirement and performance.
2. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
3. This appointment shall not confer any right to claim for regularization or absorption in the University.
4. It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
5. The University reserves the right to **not fill up the post**, cancel the advertisement, or modify any part without assigning any reason.
6. The University also reserves write to offer a position with lower designation and pay as per the suitability of the candidate.
7. The prescribed qualifications and experience are minimum, and mere possession of the same does not entitle any candidate to be called for the selection process.
8. In case of any ambiguity in general and eligibility in particular for any post, the decision of the University shall be final.
9. No TA/DA will be paid for attending the selection process.
10. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

**Application Process:** Interested candidates are invited to submit their CV, Cover letter and supporting documents through the university website <https://yisu.in/careers/> .

**The online applications must reach YISU latest by 10.07.2025.**

Sd/-  
Registrar I/c