



SERVICE YOU DESERVE
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GAURISHA FACILITIES MANAGEMENT PVT. LTD.

"A Total Facility Management Solution Co

Corporate Office: 920, 9th Floor, The Nextra Tower-A, Mayur Vihar, Phase-1 Extension,
Delhi-110091, Mob.: +91-9266710856, Tel.: +91-120-46546415/16, Toll Free No. : 18001027211

Email ID : hr@gaurishafacilities.com, Website : www.gaurishafacilities.com

Outsource: HR-04

Date: 10.07.2026

The Outsource Agency invites applications to fill the following position to work at NIFTEM, Kundli, on an outsourced basis:-

01 Junior Assistant	Essential Qualification	Bachelor Degree or equivalent education qualification
	Experience	Minimum one (01) year of experience in office administration/office work.English & Hindi Typing with 35/25 WPM Speed on computers, exposure to Computer applications (Ms Word, Ms Excel, PowerPoint, and Email etc).
	Monthly remuneration	Rs. 23,430/- (Skilled Category)
	Age Limit	Preferably below 40 years
01 Junior Assistant (Store & Purchase)	Essential Qualification	Bachelor Degree or equivalent education qualification
	Experience	1 Year of experience in the field of Purchase/Stores and Knowledge of Procurement Rules in Govt. of India and conversant with the office working. Preference will be given to PGD/Diploma in Material management from a recognized Institute/University. English & Hindi Typing with 35/25 WPM Speed on computers, exposure to Computer applications (Ms Word, Ms Excel, PowerPoint, and Email etc).
	Monthly remuneration	Rs. 23,430/- (Skilled Category)
	Age Limit	Preferably below 40 years

General Instructions:

- Candidates should carefully read the advertisement for the minimum essential qualifications, age and eligibility, experience criteria etc.
- This is purely a temporary engagement, initially for 06 months (based on requirement). Selection does not entitle to any claim whatsoever regularization against any regular post or any vacancy arising in future in this or any cadre/ post based on this service at the client organization, this is, NIFTEM, Kundli.
- The Outsource Agency will depute the selected candidate at NIFTEM, Kundli, on an outsourced basis.
- Only shortlisted candidates shall be called for Trade or Skill Test/ Interaction evaluation. Mere qualification may not ensure short-listing, and the institute may apply higher than minimum cut-off criteria to ensure a reasonable number of candidates. Shortlisted candidates will be informed by phone or e-mail only.

Branch Office: 519, 5th Floor, A-40 i Thum Business Centre, Tower-B, 62 Sector, Noida (U.P.) - 201309

Specialization:- Housekeeping, Sanitation, Horticulture, Manpower Providing, Hospitality.

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- (v) The candidate must bring all the original documents for verification during the Trade or Skill Test/ Interaction. No TA/DA will be paid to attend the interview.

Application Submission:

- (i) Candidates are required to apply by 24.07.2026. The complete application – (i) Application Form, (ii) Supporting documents must be sent to the email address gaurishaniftem@gmail.com. Incomplete applications shall be summarily rejected.
- (ii) For applications form and other details, please visit www.niftem.ac.in on behalf of the outsourced Agency for wider reach.

