



**Notice No. NF-15/26 dated 27.11.2023.**

**Sub: List of Provisionally Shortlisted applications for the post of  
'Executive Assistant'.**

Ref: IIT Hyderabad Advt. No. IITH/2023/NF/15 dated 22.10.2023.

Post Number	Post Name
5.	Executive Assistant

1. The following applications are provisionally shortlisted for the post of 'Executive Assistant' for the next stage of selections. **The Written Test for the provisionally shortlisted applicants will be conducted tentatively on 07.12.2023 at IIT Hyderabad.** The provisionally shortlisted applicants will receive a call letter via registered email for the next stage of selection *viz.* Written Test or/and Skill Test.

Shortlisted Application Nos:

26	806	1670	2534	3619	4411	5014	5411	6115	6687	7276
87	816	1683	2553	3633	4413	5035	5412	6126	6701	7308
95	831	1695	2603	3635	4460	5064	5465	6127	6713	7310
97	899	1769	2604	3675	4478	5078	5474	6134	6744	7317
168	901	1784	2662	3686	4511	5096	5543	6138	6779	7319
173	909	1826	2672	3724	4539	5126	5620	6152	6783	7339
176	922	1893	2862	3776	4565	5138	5642	6187	6794	7370
203	966	1901	2865	3803	4566	5141	5650	6235	6851	7385
208	971	1908	2914	3856	4590	5146	5665	6256	6857	7422
259	977	1922	2956	3906	4620	5153	5666	6287	6859	7500
322	996	1952	3033	4010	4735	5170	5721	6288	6877	7520
434	1064	1963	3065	4034	4741	5178	5743	6325	6965	7592
448	1098	1983	3177	4036	4742	5198	5746	6328	6980	7601
454	1153	2035	3186	4077	4743	5203	5756	6408	6992	7614
460	1162	2047	3196	4103	4746	5220	5758	6463	7032	7622
473	1207	2069	3207	4111	4749	5250	5808	6465	7046	7668
494	1222	2112	3242	4152	4799	5274	5841	6496	7059	7669
514	1362	2220	3299	4205	4806	5285	5897	6511	7075	
526	1421	2287	3351	4215	4892	5303	5899	6526	7096	
539	1509	2297	3384	4282	4918	5311	5921	6533	7111	
569	1546	2325	3399	4296	4949	5323	5943	6559	7112	
579	1550	2337	3437	4302	4975	5333	5954	6597	7227	
613	1556	2398	3441	4306	4978	5339	6090	6602	7240	
690	1590	2415	3580	4324	4988	5340	6105	6624	7261	
693	1668	2514	3602	4365	4996	5375	6110	6655	7270	

- 1.1** The above applicants are provisionally shortlisted for the next stage of selection purely based on the information provided by the candidates in the application form through the online portal. If it is found out subsequently at any stage of the recruitment/selection process, that the provisionally shortlisted applicants do not fulfil the requisite eligibility criteria as notified, the Institute reserves the right to cancel the candidature or selection.
- 1.2** The onus is on the candidates that the information submitted during application process is correct and to produce all the documents in original for document verification to prove their claim about their eligibility including Date of Birth, category (if applicable), income (if applicable), nature of being physically challenged (if applicable), service in the armed forces (if applicable), education, professional certification (if applicable), experience certificates by their employers for all the experience relevant to the post, etc.
- 1.3** If the candidate is not able to produce all the relevant documents in the original form for document verification, and/or if the information provided by the candidate is found to be untrue, the candidature stands automatically canceled without any notice. Applicants are advised to visit the institute website regularly for further updates.

**2. The following applications are not shortlisted for next stage of selection:**

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
12	Improper/Incorrect experience certificates.
83	Degree percentage is less than 55% in both Masters and Bachelors.
98	No Experience Letters enclosed.
120	No experience letters enclosed.
142	Lack of adequate experience.
154	Exceeded maximum age limit.
198	PwD- so age relaxation applies. No relevant experience.
244	Lack of adequate experience (4 years 9 months 6 days only).
262	Lack of adequate experience.
277	Exceeded maximum age limit.
298	lack of adequate experience
347	Exceeded maximum age limit.
350	Lack of adequate experience

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
352	lack of adequate experience from valid experience certificates
387	Degree Percentage > 55% cannot be established from certificates
395	Lack of adequate experience.
406	Lack of adequate experience.
480	Exceeded maximum age limit.
505	Ex-serviceman - so age relaxation applies. Graduation % > 55 cannot be established for either Masters or Bachelors
527	Improper/Incorrect experience certificates.
562	Improper experience certificate.
610	Date not mentioned in latest experience letter - Valid certificates give only 4.5 years experience.
695	Exceeded maximum age limit.
703	Exceeded maximum age limit.
722	Exceeded maximum age limit.
723	Lack of adequate experience.
766	Experience letter has no date- improper.
827	Improper experience certificate.
833	Not relevant experience.
853	Improper experience certificate.
892	Exceeded maximum age limit.
894	Does not meet educational criteria. No graduation degree.
932	Lack of adequate experience.
1046	Lack of adequate experience.
1151	No degree completion certificate.
1283	No degree completion certificate- also marks < 55% from only attached marksheet.
1325	Improper experience certificate.
1512	Exceeded maximum age limit.
1544	Exceeded maximum age limit.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
1588	Cannot establish that UG or PG %>55%.
1659	Lack of adequate experience.
1703	Lack of adequate experience from valid certificates.
1757	Improper experience certificate.
1811	Exceeded maximum age limit.
1831	Lack of adequate experience
1887	Age relaxation as Ex-serviceman - However, Degree % >55% cannot be established for UG or PG from certificate.
1928	Improper experience certificate.
1943	lack of adequate experience.
1949	Exceeded maximum age limit.
1968	Improper experience certificate.
1974	Improper experience certificate.
2042	Exceeded maximum age limit.
2067	Exceeded maximum age limit.
2115	Not relevant experience- nature of work not described as matching essential requirements.
2172	Age relaxation ex-serviceman - cannot determine % of marks is >55 or not.
2214	Exceeded maximum age limit.
2315	Lack of adequate experience.
2317	Improper experience certificate.
2356	Improper experience certificate.
2418	Lack of adequate experience based on valid certificates.
2441	Exceeded maximum age limit.
2460	Experience not relevant.
2467	lack of adequate experience.
2479	Not relevant experience.
2492	Experience not relevant from understanding of work description in German

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
2550	Exceeded maximum age limit.
2640	Lack of adequate experience from valid certificates.
2642	Exceeded maximum age limit.
2720	Degree says 2nd class both UG and PG - cannot verify if satisfied > 55%.
2805	Improper experience certificate.
2840	Exceeded maximum age limit.
2888	Lack of adequate experience.
2931	Experience not relevant.
2934	lack of adequate experience.
2940	Relevant experience is less than 5 years.
2962	Lack of adequate experience from valid experience certificates.
3059	Exceeded maximum age limit.
3071	Exceeded maximum age limit.
3112	Lack of adequate experience from valid certificates.
3160	Experience not relevant.
3174	Improper experience certificate.
3200	Exceeded maximum age limit.
3201	Improper experience certificate.
3220	Experience not relevant.
3272	lack of adequate experience.
3342	Exceeded maximum age limit.
3410	Not meeting the Age criteria.
3455	Not meeting the Age criteria.
3490	Not meeting the Age criteria.
3662	Improper experience certificate.
3673	Less than 55%of marks in graduation.
3700	Age > 35 and degree marksheet was not provided.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
3722	Less than 5 years experience.
3741	Improper experience certificate.
3757	Not meeting the Age criteria.
3767	Improper experience certificate.
3785	Improper experience certificate.
3816	Ex-servicemen (Age 41 yr 11m) but provided only last pay certificate as a proof experience certificate.
3871	Not meeting the Age criteria.
3875	Cannot establish UG marks% > 55.
3894	Less than 5 years of relevant experience.
3917	Not meeting the Age criteria.
3928	Not meeting the age criteria.
3960	Improper experience certificate.
3977	Not meeting the age criteria.
3979	Cannot establish UG marks% > 55.
3988	Not meeting the age criteria.
3997	Less than 5 years of Administrative experience.
4018	Not meeting the age criteria.
4040	Less than 5 years of experience.
4116	1) Not meeting the age criteria. 2) Experience certificate not enclosed.
4130	Less than 5 years experience.
4196	Not meeting the age criteria.
4211	Proper experience certificate is not attached.
4219	Not relevant experience.
4238	Cannot establish UG marks% > 55.
4266	Not relevant experience.
4294	Not relevant experience.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
4332	Less than 5 years of relevant experience.
4362	Less than 5 years of relevant experience.
4414	Less than 5 years of relevant experience.
4420	Not meeting the age criteria.
4425	Less than 5 years of relevant experience and proper experience certificate is not attached.
4435	Less than 5 years of relevant experience as per application and proof not enclosed.
4445	Less than 5 years of relevant experience .
4487	Improper experience certificate.
4520	Improper experience certificate.
4530	Less than 5 years relevant experience.
4544	Not relevant experience.
4547	Cannot establish 55% UG marks.
4585	Improper experience certificates
4589	Lack of adequate experience.
4613	Improper experience certificate.
4619	The experience criteria is not satisfied.
4630	Not relevant experience.
4638	Not relevant experience.
4662	Less than 5 years of experience.
4670	Cannot establish 55% degree marks.
4685	Not relevant experience.
4689	Not meeting the age criteria.
4690	Experience certificate is not enclosed.
4748	Not meeting the age criteria.
4755	Lack of adequate experience.
4768	Lack of adequate experience .
4770	Lack of adequate experience from valid experience certificates.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
4833	Improper experience certificates.
4834	Lack of adequate experience.
4849	Lack of adequate experience.
4954	Not meeting the age criteria.
4964	Not meeting the age criteria.
4981	Lack of adequate experience.
4989	Lack of adequate experience.
4993	Not relevant experience.
5004	Insufficient experience.
5079	Lack of adequate experience.
5142	Cannot establish 55% UG marks.
5185	Lack of adequate experience from valid experience certificates.
5218	Cannot establish 55% UG marks.
5225	Not meeting the age criteria.
5227	Lack of adequate experience.
5251	Improper experience certificates and not relevant experience .
5260	Lack of adequate relevant experience.
5313	Cannot establish 55% UG marks.
5320	Lack of adequate experience.
5324	Not meeting the age criteria.
5327	Insufficient experience.
5376	Cannot establish 55% UG marks.
5379	Improper experience certificate.
5388	Not meeting the age criteria.
5394	Lack of adequate experience.
5397	not meeting the age criteria.
5445	Cannot establish 55% UG marks.



<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
5475	Lack of adequate experience.
5484	Lack of adequate experience + not relevant.
5549	Degree certificates totally blurred, can't see the marks and therefore cannot establish that UG/PG%>55.
5555	Improper experience certificate.
5608	Cannot establish 55% UG marks.
5652	Not meeting the age criteria.
5654	Not meeting the age criteria.
5675	Improper experience certificate.
5723	Lack of adequate experience.
5727	Exceeded maximum age limit.
5739	Lack of relevant adequate experience.
5804	Improper experience certificate.
5816	Graduation certificate is not enclosed.
5839	Exceeded maximum age limit.
5864	cannot establish >55% UG marks.
5892	Improper experience certificate.
5898	Improper experience certificate.
5904	Lack of adequate experience.
5922	improper experience certificate.
5944	cannot establish 5 years experience.
5945	Exceeded maximum age limit.
5985	Insufficient experience.
5991	insufficient experience
5998	Overage.
6009	improper experience certificate.
6031	lack of sufficient experience.
6073	insufficient experience from a valid certificate.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
6081	Exceeded maximum age limit.
6094	Cannot establish 55% in UG.
6111	Insufficient experience.
6112	lack of adequate sufficient experience.
6113	Improper experience certificate.
6119	Exceeded maximum age limit.
6148	Exceeded maximum age limit.
6174	Lack of sufficient experience from valid experience certificates.
6190	Improper experience.
6206	Not relevant experience.
6210	UG percentage cannot establish >55%.
6211	Exceeded maximum age limit.
6217	Insufficient experience.
6223	Insufficient experience.
6284	Insufficient experience.
6286	Lack of sufficient relevant experience.
6318	Improper experience certificate.
6329	Insufficient experience from valid experience certificates.
6383	Improper experience certificate .
6391	Exceeded maximum age limit.
6403	Experience certificates are not found.
6438	less than 5 years experience.
6500	Improper experience certificate.
6503	Improper experience certificate.
6528	insufficient experience from valid certificates.
6547	insufficient experience from valid certificates.
6551	Insufficient and not relevant experience.

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
6562	Exceeded maximum age limit.
6622	Exceeded maximum age limit.
6664	Exceeded maximum age limit.
6681	Insufficient Experience certificate.
6684	Cannot establish UG/PG percentage >55%.
6695	Exceeded maximum age limit.
6711	Less than 5 years experience.
6714	Insufficient experience.
6719	Improper experience certificates.
6733	Not relevant experience.
6743	Not relevant experience.
6776	Not relevant experience.
6810	Exceeded maximum age limit.
6822	Improper experience certificate
6823	Insufficient experience from valid certificates.
6837	Experience 2 is not relevant.
6864	55% cannot establish at UG.
6916	Insufficient experience.
6931	Lack of sufficient experience.
6997	less than 5 years of experience.
7083	insufficient experience.
7089	insufficient experience.
7098	Not relevant experience.
7119	improper experience certificate.
7185	Not relevant experience
7202	admin experience only 3 years and 4 months and remaining experience is not relevant.
7216	UG percentage cannot be established (55%).

<b>Appl. No.</b>	<b>Reasons for not shortlisting</b>
7236	Lack of relevant experience from the valid certificates.
7287	Not relevant experience.
7289	Improper experience certificates.
7326	Improper experience certificate.
7358	lack of sufficient experience.
7365	Exceeded maximum age limit.
7386	lack of experience.
7404	lack of sufficient experience.
7443	Exceeded maximum age limit.
7454	No relevant experience.
7473	Improper experience certificates.
7485	Insufficient experience based on valid certificates.
7486	Exceeded maximum age limit.
7503	Insufficient experience.
7504	Lack of relevant experience from the valid certificates.
7568	Exceeded maximum age limit.
7571	Lack of proof for sufficient experience.
7587	Graduation certificate is not attached, no proof for 55% marks in graduation.
7599	less than 5 years' experience.
7615	Exceeded maximum age limit.
7640	cannot establish 55% in UG.
7664	Not relevant experience.
7667	Insufficient experience.

**Note for not shortlisted candidates:**

- 2.1** The applicant (s) 'not shortlisted' may submit their Discrepancies/Grievances, if any using the link sent to the applicants' registered email id.

- 2.2** Deadline for submission of Discrepancies/Grievances is on or before **5:00 PM on 29.11.2023**. Submission of any grievance after the due date & time shall not be considered for examination/review.
- 2.3** Submission of any additional documents at this stage is not allowed. IITH reserves the right to determine the relevance of any professional experience to the post applied for.
- 2.4** Mere submission of grievance(s) shall not confer any right on the applicant to demand acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criteria, which is subject to examination of the Review Committee for the purpose.
- 2.5** The decision of the Review Committee will be final and binding on the matter.
- 2.6** Applicants are advised to visit the Institute's website regularly for further updates.

Sd/-  
Registrar  
IIT Hyderabad