UNIVERSITY COLLEGE OF ENGINEERING (A), KAKINADA
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA

Ministry of Electronics & IT, Govt. of India Sponsored Project on
"**AI-Driven Solution for Autonomous Cybersecurity Threat Detection, Analysis and Mitigation**"

Dt: 21-11-2026

RE-ADVERTISEMENT FOR RECRUITMENT OF ADMINISTRATIVE ASSISTANT POSITIONS

Applications are invited from qualified and motivated candidates for project positions as per the details given below for the Ministry of Electronics & IT (MeitY), Govt. of India, Sponsored Project titled **"AI-Driven Solution for Autonomous Cybersecurity Threat Detection, Analysis and Mitigation"**. The project is currently being implemented at JNTUK, Kakinada.

**All positions are purely temporary and coterminous with the project tenure*

Position Details & Eligibility

S.No.	Post (No. of Posts)	Qualifications	Emoluments
1.	Administrative Assistant (01 post)	**Essential Qualification:** Graduate in any discipline with proven computer proficiency **Required Skills:** MS Office, spreadsheet management, and document formatting Handling official correspondence and maintaining project records Handling procurement documentation, file processing, and reporting **Desirable:** Prior experience in academic or research project administration	Rs. 18,000/- + HRA* per month

* Rate of HRA for Kakinada City as per Govt. norms – subjected to change

Qualified and interested candidates are invited to submit applications by filling the form at

https://forms.gle/DmRUERMFNVR5SpA9A

Important Instructions:

- Candidates before applying for the post(s) shall ensure that they are eligible for the position they intend to apply.

- Eligible candidates must attach their detailed CV (maximum 3 to 4 pages) specifying the qualifications and experience along with scanned copies of experience certificate and marksheets from class X till date.
- The shortlisted candidates will be informed by E-mail only. Selection will be based on the qualifications, experience and in-person interview at JNTUK, Kakinada.
- Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.
- No TA/DA shall be paid to candidates appearing for an interview. The interview date will be notified to the shortlisted candidates by email.
- JNTUK also reserves the right to discontinue any position on administrative grounds or if the performance is not satisfactory.

For any queries send mail to mailto: asnchakravarthy@jntucek.ac.in

The last date for submitting the applications is 30-11-2026 by 05:00 PM. Only short-listed candidates will be called for the interview.

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