



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad Kandi – 502284, Telangana, India

Research and Development Office: (040)-23016070

Adv.No./IITH/R&D/ 2022/02

Date: 17.10.2022

### ADVT. FOR THE POSITION OF PROJECT STAFF ON ADHOC BASIS

Applications are invited to engage temporary positions of Project Staff purely on adhoc basis for a period of 11 months in Research and Development (R&D) Office, IIT Hyderabad.

#### 1. Details of the position/qualification/experience/salary etc:

<p><b>Position:</b> Project Accountant <b>No. of Positions:</b> 2 (Two) <b>Salary:</b> Rs. 25000- 30000 per month (Consolidated) based on the qualification and experience. <b>QUALIFICATION:</b> Essential: i. A Bachelor's degree in Commerce with at least 60 % Marks ii. Minimum Three years of relevant working experience in Accounts, GST, TDS handling; Bank Reconciliation statements, writing of cashbooks, preparation of pay roll, ledger postings etc. iii. Good working knowledge of financial software packages like Tally or equivalent software, MS Office, Excel, Power Point Presentation, Outlook Desirable: i. Fluency in English, both speaking and writing. ii. Knowledge of basic Office Procedures iii. Experience of correspondence through email.</p>
<p><b>Name of the position:</b> Project Associate (Accounts) <b>No of positions:</b> 01 (One) <b>Salary:</b> Rs. 35000-Rs. 40000 per month (Consolidated) based on the qualification and experience. <b>QUALIFICATION:</b> Essential: i. A Master Degree in Commerce /MBA (Finance) with at least 60 % Marks and with minimum three years of relevant working experience in any government academic/ research institution either on temporary/adhoc /contract basis at supervisory level in the field of accounting, budgeting, cashbook, payroll, ledger maintenance etc. <b>OR</b> A Bachelor's degree in any discipline with at least 60 % Marks and with minimum Five years of relevant working experience in any government research institution either on temporary/ adhoc/contract basis at supervisory level. Desirable: ii. Fluency in English, both speaking and writing. iii. Knowledge of basic Office Procedures iv. Experience of correspondence through email.</p>

**Name of the position:** Project Assistant (Technical)

**No. of positions:** 01 (One)

**Salary:** Rs.25000 to Rs. 30000 per month (Consolidated) based on the qualification experience

**QUALIFICATION:**

Essential:

- i. A professional degree in B.E/B.Tech (CSE)/ MCA/ MSc (Computers) with at least 60 % Marks with minimum two years of relevant working experience in web design, web portal updation and maintenance, office automation etc

Note: Persons with higher qualification and higher experience will be given preference for all the positions.

2. **Tenure:** Contract is for a period of 11 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and requirement of the section.

3. **Mode of Selection:** A shortlisting will be done based on the essential and desirable qualification. Shortlisted candidates will be called for the Interview. Tentative date of interview will be on 4-11-2022. Shortlisted candidates will be informed by 1<sup>st</sup> November 2022.

4. **Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the Google form by 28.10.2022 Friday before 5 PM. The link is given below. CV and relevant experience certificates and experience certificate are required to be uploaded in a single PDF file in the google link.

(Link: <https://forms.gle/SzBXptTkWfiuKzeY7>)

5. Please note that only those candidates who fulfil the essential and desirable qualifications as mentioned above shall apply. Ineligible candidates will not be allowed to appear for the interview

6. **AGE:** Not exceeding 40 years as on 28.10.2022

7. **GENERAL TERMS AND CONDITIONS** - The Candidates will be required to produce all Certificates/testimonials in original (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age for verification, and two recent passport size color photographs along with one set of self-attested photocopies of all the documents for verification and records of IIT Hyderabad.

**Important information:**

- a) IIT Hyderabad reserves the right to accept or reject any or all the applications received without assigning any reasons thereof or to cancel the advertisement.
- b) The requirement of the staff is temporary and as such this position does not confer any right to claim employment at IIT Hyderabad.
- c) Canvassing in any form will be a disqualification.
- d) For any query or additional information, candidates may write to [office.rnd@iith.ac.in](mailto:office.rnd@iith.ac.in)

**Sd/-  
Dean (R&D)  
IIT Hyderabad**