



Indian Institute of Technology Hyderabad
Kandi, Sangareddy, Telangana – 502284, INDIA
Website: www.iith.ac.in

Advt. No. IITH/2025/CS/38

Date: 03-12-2025

ADVERTISEMENT FOR THE POST OF ‘HEAD OF OPERATIONS’ CONTRACTUAL BASIS

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites ONLINE Applications from eligible Indian Nationals for the position of “**Head of Operations**” to lead a Centre of Excellence (CoE) at IIT Hyderabad for engagement on contractual basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for eleven (11) months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration per month	Category	Upper age* limit (Years)	Total Vacancies
01.	Head of Operations	Upto Rs.2,00,000/-	UR	50 years	01
Total					01

(*Relaxation in upper age limit is applicable in cases of horizontal reservation as per GoI rules)

2. The commencement date and the last date for submission of online applications are as under:

Commencement of Online Application	04-12-2025
Last date for submission of Online Application	25-12-2025 by 05:00 PM IST
Mode of selection	Interview
Date of interview	Shortlisted Candidates will be informed via mail communication
Anticipated start Date	Immediately

3. Job Description & Responsibilities

Description	The Head will lead the Centre of Excellence, driving strategy, operations, partnerships and program delivery. The role demands visionary leadership, strong management skills and an understanding of academic, research and industry ecosystems.
Responsibilities	<ol style="list-style-type: none"> 1. Oversee the day-to-day administrative operations of the WIN Centre of Excellence. 2. Ensure coordination across teams, stakeholders, and partners for successful project execution. 3. Maintain accurate and comprehensive records, reports, databases, and project documentation. 4. Schedule, organize, and document minutes of meetings with internal and external stakeholders. 5. Draft, review, and manage official communications and liaise between IIT Hyderabad and the Wadhwani Foundation. 6. Supervise and coordinate with project staff, interns, and support teams. 7. Develop, update, and ensure adherence to standard operating procedures

	<p>(SOPs) and institutional policies.</p> <p>8. Assist in budget preparation, manage expenditures, ensure financial compliance, and support audits.</p> <p>9. Support innovation activities by coordinating matters related to intellectual property generation and protection.</p> <p>10. Ensure activities align with all relevant government rules, regulations, and policies.</p> <p>11. Organize workshops, seminars, and training programs under the WIN initiatives.</p> <p>Key Responsibilities: Administrative Management, General Management, Documentation and Record Keeping, Meeting Coordination, Communication and Correspondence, Personnel Management, Policy and Procedure development.</p>
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4. The following are the essential and desirable qualifications for the posts notified under Para No.1:

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01.	Head of Operations 01 Post	<p><u>Essential Qualifications:</u></p> <p>a) Master's degree in engineering / technology with 1st Class or equivalent grade point average.</p> <p>b) Post Qualification 10 to 12 years of relevant work experience in operations of any commercial organization out of which 3 years should be running operations of a business unit as a profit centre.</p> <p><u>Desirable Qualifications:</u></p> <p>a) MBA from leading recognized Schools/Colleges/Institutes OR at least 3 years of experience in Technology Management/Entrepreneurship in lieu of MBA.</p> <p>b) Experience working in innovation centers, academic institutions, research organizations, or with Government programs.</p> <p>c) Knowledge of intellectual property rights (IPR), financial procedures, and administrative operations in Government institutions.</p> <p>d) Proficiency in computer applications such as MS Office, database management, and project management tools.</p> <p>e) Excellent written and oral communication skills. Strong interpersonal, leadership, and problem-solving abilities.</p>

5. How to apply: The interested and eligible candidates shall apply using the link provided below. No other mode of application shall be accepted:

Link to application: <https://forms.gle/d4ZF7hhAHWA1Uc78>

There is no application fee for these positions.

6. General Instructions:

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. OFFLINE applications, if submitted, will be summarily rejected.

3.	Online mode of applications can be accessed through the link under Temporary Positions: https://iith.ac.in/careers/
4.	Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the online interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <u>his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u>
5.	Applications will be summarily rejected if all the relevant certificates (Experience / Caste /Educational/Proof of DOB etc.) are not uploaded as per the instructions. The certificates of work experience should be in proper format i.e. it should clearly state his/her designation, period of service in the organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of Experience.
6.	The candidates appearing for the Written test/Skill test/Interview are advised to carry all original certificates along with one photocopy.
7.	The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contract basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
8.	<u>Working Hours:</u> 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays as and when informed by the Head of the Department/ Faculty-in-Charge/ Chairperson. Contractual employees are not eligible for allotment of residential accommodation on the campus. However, the Institute may consider allotment of campus residential accommodation to contractual employees on a case-to-case basis depending on the essentiality of their services, and subject to the availability of the accommodation and payment of the license fee at an appropriate rate.
9.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
10.	The Institute reserves the right to restrict the number of candidates for written/skill test/interviews to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
11.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement.
12.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
13.	The Institute reserves the right not to fill the post advertised or cancel the advertisement without assigning any reason, and its decision in this regard shall be final. The Institute reserves the right to hold a written test/skill test/interview to select candidates for these positions.
14.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.

15.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
16.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
17.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
18.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
19.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.
20.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
21.	No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the selections
22.	The last date for closing of online application is 25-12-2025 05:00 PM IST
23.	In case if any difficulties/issues, Candidate may contact: Dean Alumni and Corporate Relations at dean.acr@iith.ac.in .

Sd/-
Registrar
IIT Hyderabad