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

ADVERTISEMENT NO. IITH/CS/58, Date: 02-09-2026
Notification for Recruitment of Senior Consultant – Corporate Relations on Contract

1. The Indian Institute of Technology Hyderabad, an Institute of National Importance under the Ministry of Education, Government of India, invites Online Applications from eligible Indian Nationals for the post of **Senior Consultant – Corporate Relations** in the Office of Alumni and Corporate Relations purely on a contractual basis. The engagement shall be initially for a period of 11 months, with the possibility of extension subject to the appointee's satisfactory performance and the functional requirements of the Institute.

2. **The details of the vacancies are as follows:**

Post Name	**Senior Consultant – Corporate Relations**
Consolidated Remuneration	Rs.1,00,000/- per month
Vacancies	**01** (UR)
Upper Age Limit*	**40 years**

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

3. **Important Dates:**

Commencement of Online Application	**02-09-2026**
Last date for submission of Online Application	**22-09-2026**
Mode of Selections	Written Test/Skill test/Interview
Venue of Selections	IIT Hyderabad, Kandi, Sanagreddy.

4. The following are the essential education, experience and desirable qualifications for the posts notified under Para No.2:

Essential Education Qualifications& Experience : Applicant should fulfill any of the criteria mentioned below:

Criteria-I
Bachelor's degree in any discipline with minimum 05(five) years of post-qualification relevant experience in corporate relations, fundraising, or administrative roles.

(OR)

Criteria-II
Master's degree in any discipline with minimum 03(three) years of post-qualification relevant experience in corporate relations, fundraising, or administrative roles.

Desirable Qualifications:

a) Proven proficiency working with government organizations on CSR initiatives, fundraising campaigns, and corporate engagements (e.g., handling 10+ projects with documented outcomes).
b) Strong administrative skills in record-keeping, documentation, and data management using tools like Excel or CRM systems.
c) Excellent communication, with experience preparing reports and stakeholder updates.
d) Familiarity with higher education ecosystems preferred, ability to track metrics like engagement volumes and funding stats.

5. Position Overview and Key Responsibilities:

Position Overview

The Senior Consultant – Corporate Relations will support the design, coordination, and execution of IITH's outreach, partnership, and collaboration initiatives. This is a senior professional role reporting to the Dean, Alumni and Corporate Relations. The position will play a key role in facilitating engagements with

industry, government, alumni, and other stakeholders to strengthen institutional partnerships, enable MoU execution, and support fundraising and collaborative activities aligned with the institute's mission.

Key Responsibilities

1. MoU & External Partnership Coordination

a) Drafting, review and coordination of MoUs/Agreement/Research Collaboration Agreements with external entities.
b) Vendor Registration and Liaison with corporate organizations and alumni for partnerships and financial assistance on behalf of the Institute.
c) Facilitation of internal approvals and alignment across departments for MoU finalization.
a) Tracking progress and follow-up on commitments arising from MoUs and partnerships

2. Administrative Work – Files, Records

a) Timely processing of files in line with expected administrative timelines
b) Accuracy and clarity in file documentation, notes, online (cloud) keeping and record preparation
c) Proper organization, maintenance, and retrieval of physical and digital records
d) Effectiveness and clarity in drafting official communications and reports
e) Responsiveness to internal and external queries and correspondence
f) Adherence to institutional formats, communication protocols and hierarchy norms

3. General Coordination – Visits & Events

a) Planning and coordination of official visits, programs, and liaison events
b) Completion of pre-visit arrangements and post-visit follow-up formalities
c) Engagement and relationship management with external stakeholders (Government, Industry, Academic institutions)
d) Tracking and closure of follow-up actions arising from meetings and interactions, whenever made available.
e) Timely submission of reports, briefs and updates to higher authorities

4. Financial Coordination & Fund Management

a) Coordination of financial processes related to projects, visits, and liaison activities
b) Assistance in fund management, budgeting and utilization tracking in coordination with the ACR Accountant
c) Facilitation of documentation and approvals for financial transactions as per institutional procedures
d) Monitoring and follow-up of financial actions to ensure proper closure and record maintenance

5. Inter-Department Coordination

a) Facilitation of coordination and collecting project proposals and collaboration across internal departments
b) Resolution of coordination issues and pending matters
c) Documentation of meetings and tracking of action items for closure

6. Office & Process Management

a) Contribution to improving administrative processes, workflows, and systems
b) Compliance with institutional policies, rules and administrative procedures
c) Facilitation of timely updates to giving webpages related to alumni and corporate engagement, including events, MoUs, partnerships, and announcements
d) Coordination with concerned teams for content, approvals and publishing
e) Supporting digitization initiatives for administrative and liaison processes.

Key Performance Targets

a) Drive timely execution, coordination, and follow-through of MoUs and external partnerships to deliver measurable institutional outcomes.

b) Ensure effective planning and execution of visits, events, and stakeholder engagements with adherence to institutional protocols, compliance standards, and complete closure of action items and deliverables.

c) Maintain accurate, timely, and policy-compliant processing of files, records, and official communications in alignment with institutional governance, legal requirements, and documentation standards.

d) Enable efficient coordination of financial processes and interdepartmental activities ensuring timely approvals, fund utilization, and closure of actions.

6. **How to Apply**: The applications shall be submitted using the link: **https://careers.iith.ac.in/jobs/50** Instructions for submitting online applications through the above-mentioned link are provided at **Annexure–I.** Candidates are advised to carefully read the instructions before filling out the online application form.

7. **General Instructions:**

GENERAL INSTRUCTIONS	
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.** Online mode of applications can be accessed through the link under Temporary Positions: **https://iith.ac.in/careers/**
3.	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 selections 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,**his / her candidature will be cancelled at any stage of the recruitment process, and if appointed, services will be terminated without any notice or compensation.**
4.	The cut-off date for reckoning Upper Age limit, qualification, and Post Qualification Experience is the last date of submission of online application, i.e. **22-09-2026**. Relevant experience gained after the minimum qualifying degree/course will only be taken into consideration. Part-time employment experience shall not be considered.
5.	Calling a candidate for a test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
6.	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.
7.	All the candidates shall produce self-attested copies of all the certificates(educational/caste/experience) along with originals for verification at the time of interview / written test/skill test.
8.	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 contractual 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.
9.	**Working Hours:** 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.

10.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
11.	The Institute reserves the right to restrict the number of candidates for selections 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.
12.	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.
13.	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 or replied to. Canvassing in any form, whether directly or indirectly, shall amount to a rejection of candidature.
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 organisation, 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 a highly meritorious candidate, the selection committee may relax any experience criteria.Institute may set higher cut-off marks for the shortlisting, if the number of candidates are high
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 **22-09-2026**

Sd/-
Registrar,
IIT Hyderabad

Annexure-I

Instructions for Filling Online Application

Candidates are advised to carefully read the following instructions before filling the online application form available at: **https://careers.iith.ac.in/jobs**

Submission of the online application shall be deemed as acceptance of all the terms and conditions prescribed by the Institute. Incomplete applications or applications not submitted in accordance with these instructions shall be liable for rejection. No correspondence in this regard shall be entertained. The Institute reserves the right to modify or withdraw any part of the recruitment process without assigning any reason.

1. Registration

1.1 Candidates shall register on the online application portal using a valid and active email ID, which must remain functional throughout the recruitment process.
1.2 All communications, including call letters, notifications, and updates, shall be sent only to the registered email ID. Candidates are advised to check their inbox, including spam/junk folders, regularly.
1.3 After successful registration, candidates shall proceed to fill the application form in accordance with the instructions provided in the respective sections.

2. Personal Information

2.1 **Email ID**: Candidates shall provide a valid and active email ID.
2.2 **Photograph and Signature**: Candidates shall upload a recent passport-size colour photograph (JPG/JPEG format, size 1 MB, taken within the last one month). The same procedure shall be followed for uploading the signature.
2.3 **Name**: The name shall be entered exactly as recorded in the 10th Standard/ Matriculation Certificate/Mark Sheet.
2.4 **Date of Birth:** The date of birth shall be entered as per the 10th Standard Certificate/Mark Sheet/ Birth Certificate. Valid documentary proof shall be uploaded.
2.5 **Mobile Number:** Candidates shall provide a valid and active mobile number.
2.6 **Permanent/ Communication Address**: Candidates shall furnish complete address including House Number, Street, Area, Village/Town, City, District, State, and PIN Code.
2.7 **Religion, Nationality, Gender:** Candidates shall select the appropriate options from the drop down menu. In case of "Other" under nationality, the same shall be specified.
2.8 **Category:** Candidates shall select the appropriate category. Candidates belonging to SC/ST/OBC-NCL/EWS categories shall upload valid certificates in the prescribed Government of India format.
2.8.1 OBC candidates shall belong to the Non-Creamy Layer and be listed in the Central List. The certificate shall be issued within the last two years.
2.8.2 EWS certificate shall be issued for the current financial year.
2.9 **Ex-Servicemen:** Candidates shall indicate Yes/No. The relevant certificate shall be uploaded.
2.10 **PwBD:** Candidates shall indicate Yes/No. If applicable, a valid certificate indicating a disability of 40% or more shall be uploaded.
2.11 **Criminal/Disciplinary Record:** Candidates shall indicate whether any case is pending or if convicted by a court of law. If yes, brief details shall be provided.

3. Educational Qualifications

3.1 Candidates shall click "**Save & Next**" after completing the Personal Information section before proceeding to this section.
3.2 Candidates shall click on "**Add Education**" and fill in all required details.
3.3 Relevant educational certificates shall be uploaded in PDF format (maximum size: 1 MB per document).
3.4 Candidates may add multiple qualifications, including professional and technical qualifications, by using the "**Add Education**" option.
3.5 After completion of this section, candidates shall click "**Save & Next**" to proceed further.

4. Employment Details

4.1 Candidates shall click on "**Add Employment**" and fill in all required details.
4.2 Relevant supporting documents shall be uploaded in PDF format (maximum size: 1 MB per document).
4.3 Candidates may add details of multiple employments, experience, and training, if applicable.
4.4 After completion of this section, candidates shall click "**Save & Next**" to proceed further.

5. Additional Certificates

5.1 Candidates may upload any additional certificates relevant to the post by clicking "**Add Certificate.**"
5.2 Required details shall be filled and documents shall be uploaded in PDF format (maximum size: 1 MB per document).

6. Review and Final Submission

6.1 Candidates shall click "**Save & Next**" to access the "**Review & Submit**" section.
6.2 Candidates shall carefully verify all details entered. In case of any modification, the same may be edited using the edit option provided.
6.3 Candidates shall ensure that all mandatory fields are duly filled. Incomplete applications shall be liable for rejection.
6.4 After verification, candidates shall accept the Declaration by selecting the checkbox provided.
6.5 Upon final submission, a PDF copy of the application form shall be automatically generated and sent to the registered email ID.

7. General Conditions

7.1 Candidates are advised to keep scanned copies of all relevant documents ready before initiating the application process.
7.2 No request for modification or correction of details shall be entertained after final submission of the application.
7.3 The Institute shall not be responsible for any technical issues, including network problems, encountered during submission of the application.
7.4 Applications submitted through any mode other than the online portal shall not be considered. Mere submission of application shall not confer any right on the candidate to be called for further stages of the recruitment process.