

भारतीय प्रौद्योगिकी संस्थान हैदराबाद
INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

Kandi, Sangareddy, Telangana – 502284

Advertisement No.: [IITH/CLEANZ/____/2026]

Date: 28.09.2026

NOTIFICATION FOR RECRUITMENT OF PROJECT ASSOCIATE II (ACCOUNTANT)

Department of CLEANZ, IIT Hyderabad

Applications are invited from eligible Indian nationals for the following purely temporary, project-based position at the CLEANZ Department, IIT Hyderabad, on a contractual basis.

1. POSITION DETAILS

Name of the Post	Project Associate II (Accountant)
Department / Centre	CLEANZ, IIT Hyderabad
Number of Posts	[01] (One)
Project Title	Clean Coal Energy and Net Zero (CLEANZ)
Nature of Engagement	Temporary, contractual, project-based
Duration	11 months, extendable based on performance and project requirement
Consolidated Monthly Salary	₹ 35,000 – ₹ 45,000 per month (consolidated), based on qualification and experience
Place of Posting	IIT Hyderabad, Kandi, Sangareddy
Joining	Immediate

2. ESSENTIAL QUALIFICATION

- Any Bachelor's degree from a recognised university/institution.
- Minimum 1 year of relevant experience in accounting, preferably in project / institutional accounts.
- Advanced MS Excel skills (formulas, lookups, pivot tables, data reconciliation).

3. DESIRABLE

- Preferably with an engineering background.
- Experience in Purchase Order (PO) processing, Accounts Payable, and commitments accounting.
- Familiarity with project fund management, budget-head-wise tracking, and utilization certificate (UC) preparation.
- Exposure to GeM procurement, GST, and TDS compliance.
- Prior experience in an academic / research institution or government-funded projects.

4. KEY RESPONSIBILITIES

- Maintain project accounts and ledgers for CLEANZ projects, ensuring head-wise budget tracking.
- Process purchase orders, vendor invoices, and payments; maintain commitment records.
- Prepare and process reimbursement claims and travel bills, and book expenses under the correct project heads.
- Assist in preparation of statements of expenditure, utilization certificates, and audit documentation.

- Coordinate with the PI, Finance & Accounts section, and vendors for timely closure of bills.
- Any other accounts-related work assigned by the Chair / PI.

5. AGE LIMIT

Not exceeding [35] years as on the last date of application. Relaxation as per Government of India / IIT Hyderabad norms.

6. HOW TO APPLY

- Interested candidates should submit their application (with updated CV and self-attested copies of certificates) by email to office@cleanz.coe.iith.ac.in.
- Subject line: "Application for Project Associate II (Accountant) – CLEANZ – [Adv. No.]".
- Applications will be accepted from 29.09.2026 to 10.10.2026. Incomplete applications and applications received after the last date will not be considered.
- Candidates selected are expected to join immediately.

7. IMPORTANT DATES

Application Opens	29.09.2026
Last Date for Application	10.10.2026
Date of Interview	[To be intimated to shortlisted candidates by email]

8. SELECTION PROCESS

Shortlisted candidates will be called for a written test / skill test and/or personal interview. Only shortlisted candidates will be contacted. Mere fulfilment of the qualification does not guarantee a call for interview.

9. GENERAL TERMS & CONDITIONS

- The position is purely temporary and co-terminus with the project; it does not confer any right to regular appointment at IIT Hyderabad.
- No TA/DA will be paid for attending the test/interview.
- The competent authority reserves the right to modify, postpone, or cancel this recruitment without assigning any reason.
- Canvassing in any form will lead to disqualification.
- Decision of the Institute in all matters relating to selection shall be final.



Prof. Saptarshi Majumder

Professor, IIT Hyderabad & Chair, CLEANZ.COE