



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

**Sponsored Research and Consultancy Office (040)-23016070**

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

**Adv. No./IITH/SRC/ 2023/03**

**Date: August 25, 2023**

**ADVT. FOR THE TEMPORARY POSITION OF PROJECT STAFF ON ADHOC BASIS**

Applications are invited for engaging temporary positions of Project Staff purely on adhoc basis for a period of six months in Sponsored Research and Consultancy (SRC) Office, IIT Hyderabad.

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

**Position:** Senior Project Accountant

**Position at:** SRC Office

**No. of Positions:** 1 (One)

**Salary:** Rs. 40,000-50000 per month (Consolidated) based on the qualification and experience.

**QUALIFICATION:**

Essential:

- Qualified Chartered Accountant (Intermediate Level) with an experience of 1 year.
- Good working knowledge of financial software packages like Tally or equivalent software, MS Office, Excel, PowerPoint Presentation.

Desirable:

- Qualified Chartered Accountant (Final)
- Fluency in English, both speaking and writing.
- Knowledge of basic Office Procedures.
- Experience of correspondence through email.

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

**Position at:** SRC Office

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

**Salary:** Rs. 50000-60000 per month (Consolidated) based on the qualification and experience.

**QUALIFICATION:**

Essential:

- Doctoral Degree in Science/Engineering from a recognised University/Institute.
- A minimum of 2 years' experience in Research Management & Administration, Research proposals writing, Projects grant management in Academic Institutions/ R&D Labs/Sci. & Tech. organisations etc.

Desirable:

- Fluency in English, both speaking and writing.
- Knowledge of basic Office Procedures.
- Experience of official correspondence through email.
- Familiarity with social media pages
- Preparing DPR/Making Presentations/

**2. Tenure:** Contract is for a period of 06 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and requirement of the section.

The appointment will be on an *ad hoc* basis and can be terminated at any time during the contract period with one month's notice from either side.

3. **Mode of Selection:** A shortlisting will be done based on the essential and desirable qualification. Shortlisted candidates will be called for the Interview either through online or offline. The date of the interview will be intimated to the shortlisted candidates through email. Only shortlisted candidates shall attend the interview at their own cost.

4. **Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the Google form by **September 25, 2023**. CV and copies of educational qualification certificates, experience certificates are required to be uploaded in a single PDF file in the below given google link.

(Link: <https://forms.gle/dVWiQCEkTLJrFRzQ8>)

5. **AGE: Not exceeding 45 years as on September 25, 2023.**

#### **6. GENERAL TERMS AND CONDITIONS:**

- a) Candidates should satisfy themselves, before appearing for the interview that they possess at least the minimum essential qualifications, knowledge, and experience as laid down in the advertisement.
- b) The appointment shall be purely temporary initially for 06 months (Six) months. The tenure may be extended further based on performance and requirements. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
- c) Campus residential accommodation will not be provided for the selected candidate.
- d) The Institute reserves the right to restrict the number of candidates for the interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- e) The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of the interview.
- f) Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
- g) Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
- h) 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.
- i) Candidate(s) working in any organization, if selected, has to submit a release/relieving letter, in original, from the present employer at the time of joining.
- j) No TA/DA will be paid to the candidates appearing for the Interview and to the selected candidate to join the post.
- k) No medical facilities except out-patient treatment during a medical emergency will be provided by the Institute to the selected candidate. No reimbursement of medical expenses will be admissible to him/her during his/her engagement at the Institute.

- l) In addition to the above, any other terms & conditions/rules & regulations/policy & procedures of the Institution will also be applicable for the ad hoc engagements as existing from time to time.

**Sd/  
Dean (SRC)**