

IITH/88/ MS/Proj. Asst./02/2022  
Dated 22.04.2022

## **ADVT. FOR THE POSITION OF PROJECT ASSISTANT ON AD HOC BASIS**

Applications are invited to fill up purely temporary positions of Project Assistant at this Institute for a period of 11 months.

A candidate with the following qualifications will be considered:

1. **Name of the Position:** Project Assistant
2. **No. of Positions to be filled:** Four (Tentative subject to change)
3. **Educational Qualifications & Experience:**

Essential:

- A Bachelor's degree in any discipline and experience in Word processing/computer / Excel applications.  
(b) At least two years of experience in an organization of repute.

Desirable:

- Fluency in English, both speaking, and writing, and familiarity with office procedures.
4. **Consolidated Pay:** Rs.20,000 – 25,000/- per month- To be fixed on the basis of the qualification and experience of the selected candidate.
  5. **Tenure:** Contract for a period of 11 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and the requirement of the Institute. 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.
  6. **Mode of selection:** Interview.
  7. **Date of Interview:** On **06/05/2022**, at 10:00 AM (Candidates will not be allowed into the campus after 10:00 AM).
  8. **Place of Interview:** - Academic Blocks, Kandi Campus, Indian Institute of Technology Hyderabad.
  9. **Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the link given below, by **04/05/2022**, and appear for the Interview on **06/05/2022**, along with their Bio-data and all educational qualification certificates (**in Original**).

10. **Please note that only those candidates who fulfill the essential qualifications as mentioned above shall apply and appear for the Interview. Ineligible candidates will not be allowed to appear for the Interview.**

<https://project2.recruitment.iith.ac.in/>

11. In case the no. of candidates is more, a written test may be conducted to shortlist the candidates for interview.

12. **AGE:** Not exceeding **40 years** as on 04/05/2022.

13. **GENERAL TERMS AND CONDITIONS** - No TA /DA is payable to candidates appearing for the interview. 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 colored photographs, along with one set of self-attested photocopies of all the documents for verification and records of IIT Hyderabad. This Advertisement is no commitment. Canvassing in any form will be a disqualification.

**Sd/-**  
Registrar