



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

Sponsored Research and Consultancy (SRC) office : **(040)-23016049/70/73**

Adv.No./IITH/SRC/ 02

Date: 11.11.2022

ADVT. FOR THE POSITION OF PROJECT ASSOCIATE ON ADHOC BASIS

Applications are invited to engage temporary position of Project Associate purely on adhoc basis for a period of 11 months in Sponsored Research and Consultancy (SRC) office, IIT Hyderabad.

Name of the position: Project Associate (Accounts)

No of positions: 01 (One)

Salary: Rs. 35000-Rs. 40000 per month (Consolidated) based on the qualification and experience.

QUALIFICATION:

Essential:

A Master Degree in Commerce (M.Com) or MBA (Finance) with at least 60 % Marks and with minimum three years of relevant working experience in the field of accounting, budgeting, cashbook, payroll, ledger maintenance, GST/TDS matter etc in any government academic/research institution on temporary/adhoc /contract basis at supervisory level.

OR

A Bachelor's degree in Commerce with at least 60 % Marks and with minimum five years of relevant working experience in the field of accounting, budgeting, cashbook, payroll, ledger maintenance etc in any government academic/research institution on temporary/adhoc /contract basis at supervisory level.

Along with essential qualification, following skills are desirable:

- i. Fluency in English, both speaking and writing.
- ii. Knowledge of basic Office Procedures
- iii. Experience of correspondence through email.
- iv. Hands on experience in Tally ERP9.
- v. Hands on experience of handling GST/TDS returns

Note: Persons with higher professional qualification (CMA/CA)/ higher experience will be given preference for the position.

2. **Tenure:** Contract is for a period of 11 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and requirement of the section.

3. **Mode of Selection:** Based on the performance in the interview. Shortlisted candidates will be informed within one week from the close of the last date for application, for the interview.

4. **Closing Date for applications:** Candidates fulfilling the above criteria may apply in the Google form by 01.12. 2022 (Thursday before 5 PM). The online link is given below. CV and relevant experience certificates are required to be uploaded in a single PDF file in the google link.

(Link: <https://forms.gle/8gpjEGSW2StdeXHu9>)

5. Please note that only those candidates who fulfil the essential and desirable qualifications as mentioned above shall apply. Ineligible candidates will not be allowed to appear for the interview and no communication shall be sent to them.

6. **AGE:** Not exceeding 40 years as on 01.12.2022

7. **GENERAL TERMS AND CONDITIONS** - 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 colour photographs along with one set of self-attested photocopies of all the documents for verification and records of IIT Hyderabad.

Important information:

- a) IIT Hyderabad reserves the right to accept or reject any or all the applications received without assigning any reasons thereof or to cancel the advertisement.
- b) The requirement of the staff is temporary and as such this position does not confer any right to claim employment at IIT Hyderabad.
- c) Canvassing in any form will be a disqualification.
- d) For any query or additional information, candidates may write to office.src@iith.ac.in

**Sd/-
Dean (SR&C)
IIT Hyderabad**