



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

Kandi, Sangareddy (Dist.) Telangana (State) – 502 284

No. IITH/88/MS/ Executive/GIAN/2024

Date: 01.03.2024

ADVT. FOR THE POSITION OF EXECUTIVE-OPERATIONS ON AD HOC BASIS

Applications are invited to fill up purely temporary positions of Executive-Operations at this Institute for a period of 11 months.

A candidate with the following qualifications will be considered:

1. Name of the Position: Executive-Operations (GIAN, IIT Hyderabad)

2. No. of Positions to be filled: 01 (One)

3. Educational Qualifications & Experience:

A bachelor's degree in any discipline with at least 60% marks, one year's working experience in clerical / accounting / administration / book-keeping roles. Good working knowledge of MS Excel, MS Word, and MS PowerPoint and other office related applications. Fluency in English. Excellent communication skills. Work experience in coordinating activities that involve multiple agencies is preferred. Knowledge of office procedures.

4. Consolidated Pay: Rs. 30,000/- per month consolidated.

5. Duties: To coordinate the conduct of GIAN courses at different institutes including IITs, IIMs, and NITs. Follow up with reviewers, principal investigators, and local coordinators. Book-keeping and repository management, communicate with different stake holders, etc.

6. 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 requirements 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.

7. Mode of Selection: Selection will be through a written exam and/or interview. The syllabus of the exam and interview will include:

- Reasoning and analytical skills
- Mathematics of up to 8th standard.
- English communication

8. Closing Date for application: 15 March 2024.

9. Fill this form to apply: <https://forms.gle/2MqjJEKFJxQWWzTe8>

10. AGE: Not exceeding 35 years as on **15.03.2024**.

General Instructions to candidates

1. Candidates are required to submit ONLINE applications only, OFFLINE applications, if submitted, will be summarily rejected. The shortlisted candidates will be informed by email to appear for the Skill Test and / or Interview.
2. Online mode of applications can be accessed through the link:
<https://forms.gle/2MqjJEKFJxQWWzTe8>
3. There is no application fee.
4. Candidates will be shortlisted for Skill test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
5. Calling a candidate for Interview/Skill Test 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. The Institute reserves the right to restrict the number of candidates for Skill Test/interview to a reasonable limit on the basis of qualification, 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.
7. The number of vacancies may be increased or decreased.
8. Applications will be summarily rejected if all the relevant certificates are not uploaded as per the instructions.
9. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
10. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
11. In case of any inadvertent mistake in the process of selection which may be

detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.

12. The appointment shall be purely temporary initially for 11 months. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
13. No Campus accommodation will be provided.
14. The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of interview.
15. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to rejection of candidature.
16. Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
17. 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.
18. 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.
19. The selected candidates(s) will be liable to be placed in any location as deemed fit by the Competent Authority.
20. Candidates should satisfy themselves, before appearing for the Skill Test/Interview that they possess at least the minimum essential qualifications, knowledge, and experience as laid down in the advertisement.
21. No TA/DA will be paid to the candidates appearing for the Skill Test/Interview and to the selected candidate to join the post.
22. 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.
23. In addition to above, any other terms & conditions/rules & regulations/policy & procedures will also be applicable for the ad hoc engagements as existing from time to time.

**Sd/
Registrar**