SELECTION FOR PROJECT POSITIONS IN SIC
IIT HYDERABAD

This announcement is being released for the post of **Project assistant (1 no.) and Maintenance staff (2 nos.)** on a contract basis, for Suzuki Innovation Center (SIC) at IIT Hyderabad. Shortlisting will be based on an online application followed by an online interview for the screened-in candidates. The selected candidate is required to physically report to the office on the IITH campus daily to execute the duties. All terms and conditions of the selection and employment will be governed by IIT Hyderabad.

About SIC: Indian Institute of Technology Hyderabad (IITH) and Suzuki Motor Corporation (SMC), Japan, which is the parent company of the biggest automaker in India, started Suzuki Innovation Centre (SIC) on the IITH campus with the vision of "creating innovations for India and Japan" by way of providing a platform for the exchange of knowledge between India and Japan. SIC will be operated as a platform for open innovation among Industries, Academia, and Startups. The Centre will also support skill development and the exchange of human resources between India and Japan.

No of Vacancies: 1 (Project Assistant) and 2 (Maintenance Staff)

Project Assistant (1)	**Emolument:** Rs. 40,000 per month **Duration:** 11 Months (Extendable based on performance) **Job Description:** The key responsibilities include: 1. Providing administrative support on a time-to-time basis. 2. Preparing a variety of statistical, financial reports, letters and other written correspondence. 3. Taking care of project activities in terms of coordinating with stakeholders and working closely with the project management team and other project staff. 4. Liaising with various departments for procurement of approvals. 5. Managing the purchase, stock maintenance, documentation, approval etc. **Eligibility and Requirements:** **Essential Requirements:** 1. B.Tech Degree 2. Maximum age limit: 40 years (as on 15th Oct 2022) 3. Professional with 10+ years of work experience in backend operations and project administration

	4. Proficient in managing accounts **Desirable Requirements:** ● Excellent interpersonal and communication skills ● Good letter drafting skills ● Well versed with MS-Office and Google Drive to manage the documentation of the project ● Good at handling financial transactions Please mention any awards / recognitions (with proof) which are suitable for the above position along with your CV.
Maintenance staff (2)	**Emolument:** Rs. 20,000 per month **Duration:** 11 Months (Extendable based on performance) **Job Description:** The key responsibilities include: ● Taking care of complete office maintenance and vehicles maintenance whenever required ● Managing the purchases, stock maintenance ● Supporting the project staff in all aspects wherever required **Eligibility and Requirements:** **Essential Requirements:** 1. SSC or 10+2 studies 2. Maximum age limit: 30 years (as on 15th Oct 2022) 3. Minimum 3 years of work experience in office maintenance 4. Having a 4-wheeler (LMV) driving license 5. Able to read, write and communicate in English 6. Good at multitasking Please mention any awards / recognitions (with proof) which are suitable for the above position along with your CV.

Selection Procedure:

The candidate will be shortlisted as per the information in his / her application and selected based on the performance in the Interview.

Date and Time of Interview: Will be intimated to shortlisted candidates via Email.

COVID-19 Instructions:
All the necessary safety precautions such as wearing a mask, maintaining physical distance of at least 6 feet, avoiding crowded places, and following the preventive measures issued by the GoI/Telangana Govt. is compulsorily within the campus to contain the spread of COVID-19.

General Instructions:
- IIT Hyderabad reserves the right to alter the number of vacancies or keep it open till the deserving candidate is found.
- IIT Hyderabad reserves the right to close the recruitment procedure without selecting anybody, if none of the candidates is found suitable.

How to Apply:
For the post of "Project Assistant" use this link to apply: https://forms.gle/MgQB5RzzebijZ1Ko9

For the post of "Maintenance Staff" use this link to apply: https://forms.gle/Tp2vHayhhmzmR9qA6

Online Application Deadline: 15-12-2022 11:59 PM

Contact Details:
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