



**Sponsored Research & Consultancy Section**

Notification  
IITH/2024/SRC/01

Date: 20.11.2024

No.

**ADVT. FOR PROJECT STAFF POSITIONS**

ONLINE Applications are invited from eligible candidates to fill up the following temporary project staff positions purely on Ad-hoc basis for a period of 11 months in Sponsored Research and Consultancy (SRC) office, IIT Hyderabad:

**1. Details of the posts:**

S.No	Name of the post	No. of Posts	Essential and Desirable qualifications	Salary
1	Project Accountant	4	<b>Essential:</b> <ul style="list-style-type: none"><li>Bachelor's/Master's degree in Commerce/CA (Inter)/CMA (Inter)</li><li>Minimum of 01 year of relevant working experience in handling accounts in computerised environment.</li><li>Good working knowledge of financial software packages like Tally ERP 9 or equivalent software, MS Office-Excel, PowerPoint Presentation.</li></ul> <b>Desirable:</b> <ol style="list-style-type: none"><li>Fluency in English, both speaking and writing</li><li>Knowledge of basic office procedures</li><li>Experience of corresponding through email.</li></ol>	Rs. 25,000/- to Rs. 35,000 per month (Consolidated) based on qualification and experience.
2	Trainee Software Programmer	1	<b>Essential:</b> <ul style="list-style-type: none"><li>B.Tech / MCA /MBA/BCA/BSc</li><li>Knowledge of programming languages i.e. Python/Perl, Java Script, HTML and MySQL</li><li>Good working knowledge of financial software packages like Tally or equivalent software, MS Office-Excel,PowerPoint Presentation.</li></ul> <b>Desirable:</b> <ol style="list-style-type: none"><li>Fluency in English, both speaking and writing.</li><li>Experience in handling social media and twitter handles, PR related works.</li><li>Experience in content creation for the social media, preparation of publicity and promotional digital material for electronic media.</li><li>Experience in handling speech to text conversion software or any other suitable software.</li></ol>	Rs. 30,000/- to Rs. 35,000 per month (Consolidated) based on qualification and experience.

			5. Experience in handling secretarial jobs.	
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**Note:** Experience criteria can be relaxed in case of CA/CMA inter passed candidates for the post no. 1

2. **Tenure:** Contract is for a period of 11 months. However, the term is extendable for subsequent periods based on his/her performance and requirement of the section. The appointment will be purely on 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 criteria. Shortlisted candidates will be called for the Written test/Interview. The date of the interview will be intimated only to the shortlisted candidates through email.
4. **Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the Google form by 13.12.2024. NO OFFLINE forms shall be considered. **The candidates are required to upload the details and following documents in a single PDF format in the order prescribed below:**
  - i. Curriculum Vite (CV)
  - ii. Experience certificate(s)
  - iii. Copy of Masters Certificate (If applicable)
  - iv. Copy of Bachelors/CA/ICWA/ICMA certificate
  - v. Copy of Inter Certificate
  - vi. Copy of SSC certificate

**Link for application: <https://forms.gle/2SohssXTgng9xP5e6>**

4. **AGE:** Not exceeding 35 years as on 13.12.2024

**5. GENERAL TERMS AND CONDITIONS:**

- a. Candidates should satisfy themselves, before applying that they possess the minimum essential qualifications, knowledge, and experience as laid down under Para 1 (Details of the posts) above.
- b. The appointment shall be purely on temporary basis. No right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of this 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 based on 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, thereof.
- e. The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of application.
- 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, must 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. In addition to the above, any other terms & conditions/rules & regulations/policy & procedures of the institute will also be applicable for the ad hoc engagements as existing from time to time.

**Sd/  
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