



Indian Institute of Technology Hyderabad

Kandi, Sangareddy, Telangana-502285

Advertisement for the Post of Assistant/ Associate/ Officer Position under the Executive Education Programme in Data Sciences by the Department of Computer Science and Engineering

IIT Hyderabad,
November 26, 2016

Executive Education Programme in Data Sciences
Computer Science and Engineering Department
Indian Institute of Technology Hyderabad
Kandi, Sangareddy,
Telangana, India - 502285

Walk-in interviews (preceded by a written test) will be held on December 26th, 2016 for Project Assistant/ Associate/ Officer Position under the Executive Education Programme in Data Sciences by the Department of Computer Science and Engineering, IIT Hyderabad. The responsibilities for the position involves project management activities like administration, accounting, procurement and etc.

Requirements:

1. Essential:
 - a. Applicant should have completed M.B.A. with at least 60% marks in aggregate
 - b. Good letter drafting skills and excellent communication skills
 - c. Well versed with MS Office products and Google Drive

2. Desirable:
 - a. 2-3 years of experience in maintaining accounts
 - b. Knowledge of handling procurements in government or semi-government organizations

Salary:

Consolidated salary will be between 20,000 and 25,000 based on relevant experience.

How to apply:

Interested candidates should report at IIT Hyderabad campus on 26th December 2016 no later than 9:30 am. They need to carry an ID Proof, CV/Resume/ bio-data as well as all necessary certificates. The written test and interview may last till late in the evening.

Venue:

Room No.: LH-1, Academic Block A, IIT Hyderabad permanent campus

How to reach:

Reaching IIT Hyderabad Permanent Campus: Info and directions are given [here](#).

For any clarifications regarding this position, contact through email at cse_emds@iith.ac.in.