



Indian Institute of Technology Hyderabad
Kandi, Sangareddy, Telangana – 502284, INDIA
Website: www.iith.ac.in

Advt. No. IITH/2025/CS/40

Date: 09-12-2025

ADVERTISEMENT FOR THE POST OF ‘PROJECT ASSISTANT’ ON CONTRACTUAL BASIS

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites eligible Indian Nationals for walk-in selections for the position of “**PROJECT ASSISTANT**” in Office of International Relations for engagement on contractual basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for eleven (11) months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration per month	Category#	Upper age* limit (Years)	Total Vacancies
01.	Project Assistant	Rs. 50,000/-	EWS -01	35 years	01
Total					01

(*Relaxation in upper age limit is applicable in cases of horizontal reservation as per GoI rules)

(# In absence of suitable EWS candidate, the position will be filled by UR candidate)

2. **How to apply:** The interested and eligible candidates are requested to attend walk-in selections as mentioned below:

Mode of selection	Walk in selections (Candidates are requested to come with duly filled application form(format enclosed with the advertisement) together with their original certificates in support of their educational qualifications and experience)
Date & time of selections	22-12-2025 Reporting time - 09:00 AM
Venue of the selections	Senate Hall, Administrative building, IIT Hyderabad, Kandi, Sangareddy, TS-502284

3. The following are the essential and desirable qualifications for the posts notified under Para No.1:

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01.	Project Assistant EWS-01 Post	<p><u>Essential qualifications & Experience :</u></p> <p>a) Bachelor’s Degree with a minimum of 3 years of experience in Administration / IT / Academic Institutions OR</p> <p>b) Master’s Degree with at least 1 year of experience in Administration / IT / Academic Institutions</p> <p><u>Desirable qualifications:</u></p> <p>(a) Proficiency in English, both written and spoken</p> <p>(b) Strong working knowledge of MS Office applications</p> <p>(c) Prior experience in managing or supporting international relations activities within academic institutions.</p>

		<p>(d) Website Design Management</p> <p>(e) Experience in Foreign Admissions</p> <p>(f) Handling Inbound & Outbound programs</p> <p>(g) Coordination with Embassies & External Agencies</p> <p>(h) Handling Inbound Joint Doctoral Programs</p> <p>(i) Handling student Exchange Programs</p> <p>(j) Experience in Database Management</p> <p>(k) Experience in handling Agreements with Foreign Institutions</p> <p>(l) Experience in hosting the International delegation and handling logistics</p>
--	--	--

4. General Instructions:

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION	
1.	Applicant must be a citizen of India.
2.	Before attending the walk-in selections, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which he/she is applying as detailed for the respective post. Candidates will be allowed to attend the selections based on the information provided by them in their application form. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <u>his/her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u>
3.	The candidates are required to report for the walk-in selections on 22-12-2025 at 09:00AM . The final selection of the candidate will be done on the basis of his/her qualifications, experience and performance in the selections.
4.	The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contractual basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
5.	Candidates should bring a Photo ID Card (such as a Voter's, PAN, or Aadhar Card) to the walk-in selections. Additionally, candidates must bring all original educational, experience and Caste/category documents for verification and one set of self-attested copies.
6.	Working Hours: 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays as and when informed by the Head of the Department/ Faculty-in-Charge/ Chairperson.
7.	Contractual employees are not eligible for allotment of residential accommodation on the campus. However, the Institute may consider allotment of campus residential accommodation to contractual employees on a case-to-case basis depending on the essentiality of their services, and subject to the availability of the accommodation and payment of the license fee at an appropriate rate.
8.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute. The eligibility of the candidate in terms of qualifications/ experience, etc., shall be considered as on the date of selections i.e., 22-12-2025
9.	The Institute reserves the right to restrict the number of candidates for the selections 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 to reject any or all the applications without assigning any reasons.
10.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement

11.	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. 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.
12.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
13.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
14.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
15.	No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the selections and to the selected candidate to join the post.
16.	In case of a highly meritorious candidate, the selection committee may relax any of advertised terms.
17.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
18.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
19.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.

Sd/-
Registrar
IIT Hyderabad



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

Kandi, Sangareddy, Telangana- 502 284.

Advertisement No. _____

Dated: _____

Post applied for : Project Assistant		Photo		
Name of the Applicant				
Father's/ Husband's/ Mother's name				
Contact Address				
Marital Status				
Mobile No.				
Email				
Gender	Category	Date of Birth	Age (as on Date of Interview)	Nationality

Educational Qualification (in reverse chronological order)					
S.No	Degree	Board/University/Institute	Year	CGPA/ Percentage	Regular/ Correspondence
1.					
2.					
3.					
4.					
5.					

Professional Experience (in reverse chronological order)							
S No	Dept./Instt./Office:	Post held	Type of Employment	Start date	End date	Brief Job description	Consolidated pay per month:
1.							
2.							
3.							

Present Employment Status:

Languages known:

	Read	Write	Speak
English			
Hindi			
Telugu			

In the space below, mention your reasons for application to this post.

Declaration:

I hereby declare that I have carefully read and understood the “Advertisement and the General instructions attached thereto” and that all the entries in this Application form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information that may debar my candidature for the post applied for. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the Institute and if already employed in any of the posts in the Institute; my services will be terminated forthwith.

Signature of the Applicant

Place:

Date: