



ADVERTISEMENT 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 vacancies	Essential and Desirable qualifications	Salary
1	Project Associate	3	Essential: <ul style="list-style-type: none">B.Tech in any discipline with good working knowledge of computer applications.Minimum of 01 year of relevant working experience in handling accounts/ HR activities in computerized environment. Desirable: <ol style="list-style-type: none">Good working knowledge of financial software packages like Tally ERP 9 or equivalent software, MS Office-Excel, PowerPoint Presentation.Fluency in English, both speaking and writingKnowledge of basic office proceduresExperience of corresponding through email.	Rs. 25,000/- to Rs. 35,000 per month (Consolidated) based on qualification and experience.
2	Project Attendant	1	Essential: <ul style="list-style-type: none">Intermediate.Experience in any IIT related to file handling, record keeping, document scanning, Dak management. Desirable: <ul style="list-style-type: none">Working Knowledge of computer applications.	Rs. 20,000/- to Rs. 25,000 per month (Consolidated) based on qualification and experience.

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

- 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 temporary basis and can be terminated at any time during the contract period with one month's notice from either side.
- 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.

4. Closing Date for applications: Candidates fulfilling the above criteria may apply using the Google form link provided below. The last date of application is **13 February 2026**. 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/Eba6VZ2JrpRw5ohBA>

5. AGE: Not exceeding 40 years as on 13 February 2026

6. The tentative date of written test/Interview: 17 February 2026.

The interview schedule will be communicated only to the shortlisted candidates through email.

7. 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 ®ulations/policy & procedures of the institute will also be applicable for the ad-hoc engagements as existing from time to time.

Sd/

Dean (SRC)