



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

Indian Institute of Technology Hyderabad
Kandi - 502 284, Telangana, India

Date: 12.09.24

Advertisement- Applications Invited for Project Staff- Assistant

Position Name	Project Staff- Assistant
No. of Positions	01
Type of Position	Temporary appointment on a contract basis for 11 months, renewable based on performance
Salary	Rs. 25,000 - Rs. 40,000 (consolidated per month)
Essential Qualifications	<ul style="list-style-type: none">● Applicants should have completed a Bachelor's Degree*(eg: B.E/B.Tech, BA, B.Com/B.Sc./any degree) with at least 60% marks in aggregate.● Good letter drafting skills and excellent communication skills● Well-versed in MS Office Products and Google Drive to manage the documentation for project management activities.
Desirable Qualifications	<ul style="list-style-type: none">● M.B.A, or other post-graduate degree with at least 60% marks in aggregate
Job Responsibilities	<ul style="list-style-type: none">● Taking care of project activities by coordinating with stakeholders and working closely with the project management team and other staff.● Taking care of the purchases, stock maintenance, documentation, approval, etc.

	<ul style="list-style-type: none"> • Taking care of all the outreach activities and arrangements of online and offline programs.
Selection Procedure	Candidates will be shortlisted based on the eligibility criteria and academic record. Only shortlisted candidates will be intimated through email for the interview by the selection committee. Merely meeting the requirements may not guarantee a call for an interview. The position will be left vacant, and a new advertisement with an extended date will be given if no suitable candidate is found.
Final Date for Applying	05:00 PM, 30th September 2024

How to Apply:

Candidates, who fulfil the eligibility criteria, should fill out the below Google form. Once submitted the details, we will verify and get back to you if your application meets the criteria.

Google Form: <https://forms.gle/ZUqBKBxE8GWSBWHdA>