



भारतीय प्रौद्योगिकी संस्थान हैदराबाद

आयुध निर्माण एस्टेट, येदुमैलारम ५०२ २०५, आंध्रप्रदेश, भारत.
फोन : +९१-४०-२३०९ ६०३३, फेक्स : +९१-४०-२३०९ ६००३ / ३२

Indian Institute of Technology Hyderabad

Ordnance Factory Estate,
Yeddumailaram 502205, Andhra Pradesh, INDIA
Phone: (040) 2301 6033; Fax: (040) 2301 6003 / 32

No.IITH/88/Admin

Dated 18.09.2013

Sub: Requirement of Project staff on adhoc basis.

Applications are invited from Indian citizens for the post of 'Project Assistant' for working at Project Office for Construction of permanent campus for IIT Hyderabad. IIT Hyderabad is a leading institution among other National level educational Institutions.

A. JOB PROFILE:

The Project Assistant will assist in preparing, maintaining office documents and all other clerical works which includes typing, filing, dispatching letters etc. as specified by the Institute.

B. NO. OF POST: Two

C. ELIGIBILITY CRITERIA:

| | |
|----------------------------------|--|
| Age Limit | Minimum 21 years and Maximum 40 years |
| Educational Qualification | 1. A Graduate from a recognized university and sound knowledge of working with MS Office and MS Excel. 2. Typing speed of 45 WPM. 3. Shorthand (Lower) 80 WPM is preferable. |
| Experience | Minimum 02 years working experience as Project Assistant/ Clerk/Steno. |

D. OTHER DETAILS:

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|----------------------------|--|
| Remuneration | The Project Assistant will be paid a consolidate amount between Rs 15,000/- to Rs. 20,000/- based on experience. (Other amenities as per the Institute norms). |
| Selection Procedure | Selection will be based on test on computer/clerical skills and personal interview. |

E. TO APPLY

- Eligible candidates may apply on the prescribed format available with this advertisement and email the application to estateoffice@iith.ac.in latest by **27 September 2013**.
- The hard copy of the application form along with photocopies of testimonials should reach the address given below so as to reach the Institute by **30th September 2013**. "APPLICATION FOR THE POST OF PROJECT ASSISTANT (PMT CAMPUS)" should be written in bold letters on the top of envelop.

The Dean (Planning),
Room No.125,
Indian Institute of Technology Hyderabad,
Ordnance Factory Estate, Yeddumailaram
Medak District, Andhra Pradesh – 502205.

F. ENCLOSURES TO BE SENT ALONGWITH APPLICATION:

Photocopies of (i) Proof of Date of Birth (ii) Educational certificates/mark-sheet (iii) Shorthand (Lower) 80 WPM and typewriting 45 WPM certificates (iv) Experience certificates (indicating area and period of service).

G. GENERAL INFORMATION:

- (i) All appointment will be on contract initially for three months which may be renewed on the basis of performance assessment. The selected candidates would work at project office located near to Kandi village.
- (ii) Travelling expenses, TA/DA will **NOT** be paid for candidates appearing for selection.
- (iii) Decision of Institute in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Institute in this regard.



(N. Jayaram)
Registrar

Note: To be put on website and notice boards of the Institute.