भारतीय सूचना प्रौद्योगिकी संस्थान रायचूर
आई आई टी हैदराबाद कंडी, संगारेड्डी -502285

Indian Institute of Information Technology Raichur
IIT Hyderabad, Kandi, Sangareddy, Telangana - 502 285

IIIT Raichur

Advertisement for the post of 'PROJECT ASSISTANT – I' and PROJECT ATTENDANT – I' on adhoc basis (for IIIT Raichur) in IIT Hyderabad-reg

The IIT Hyderabad on behalf of IIIT Raichur, will conducted Walk-in-Interview/written Test at IIT Hyderabad, Applications are invited for the post Project Assistant – I and Project Attendant - I for engagement on adhoc basis. Candidates fulfilling eligibility criteria may **WALK-IN** directly on **17th August 2019 at 10:00 AM.**

The details of advertisement are as follows:

1.   **Name of Post**: **Project Assistant – I** and **Project Attendant - I**.

2.   **Nature and tenure of Post**: The appointment will be on adhoc basis for a period of **eleven months** and may be terminated at any time during the contract period by the Director, IITH giving one month notice. The tenure may be extended based on performance and requirement of institute.

3.   **No. of Posts**: Project Assistant (2 Posts) and Project Attendant (1 Posts).

4.   **Age:** Preferably not exceeding 35 years on the date of written test.

5.   **Essential Qualifications, Experience and nature of duties**:

   (a) Project Assistant - I
   - A Bachelor's Degree in relevant field if required and
   - Certificate in word processing' computer applications or Typewriting (English) Higher Grade or as required .
   - Minimum 2 years of experience in office related works
   - Nature of duties: To do routine office related work such as maintenance of dairy, files, registers, indexing, recording files, typing and dispatch work etc.

   (b) Project Attendant – I
   - 10th Standard pass.
   - Minimum 2 years of experience as attendant or relevant works.
   - Nature of duties: To carry and deliver files/dak within and outside the office. He will ensure cleanliness and general up keep of section/office like cleaning of office tables etc.
   To open/close the offices and assist officials in smooth working of office, to serve tea/coffee/ refreshments in meetings etc.

6.   **Consolidated Pay:** Will be fixed based on the performance and experience in the following pay ranges:
   (a) Project Assistant – I (In the pay Range: Rs.18,000 – 49,000)
   (b) Project Attendant – I (In the pay Range: Rs.18,000 – 49,000)

7.   **Selection procedure and date/place of written test**:
   The candidates will be selected based on their performance in the Written Test and Interview. Written Test and interview for the candidates will be conducted on **17th August 2019, 10:00AM** at LH-7, Academic Block-C, IIT Hyderabad, Kandi, Sangareddy, Telangana- 502285. (Candidates will not be allotted to enter in to exam hall after 10:00 AM).

8. **General Instructions**:

(a) The number of vacancies in some posts may be increased or decreased.

(b) Candidates willing to apply for the advertised posts are requested to apply in the Application Format provided with this advertisement.

(c) Candidates are advised to fill in the application form completely and carefully. No appeal will be considered to correct the information given in application form after submission.

(d) Candidates should submit self-attested photocopy of certificates and documents mentioned in the application form. Applications without enclosing copies of appropriate certificates / documents shall be rejected.

(e) Filled in Application completed in all respects along with supporting documents shall be submitted in person at the time of written test.

(f) The eligibility of the Candidate in terms of qualification/experience, etc. shall be considered as on the last date of written test i.e., 17th August 2019.

(i) The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and the decision of the competent authority of IIT Hyderabad, in this regard shall be final. The institute reserve right to relax experience or consider higher pay in case of meritorious candidates.

(j) No TA / DA will be paid for attending the Written Test/ interview.

(k) Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original Educational & Experience documents for verification with one set of self-attested copies.

(l) Candidates not eligible for the posts mentioned shall be disqualified.

(m) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Written test and/or Interview. Mere fulfillment of qualification does not entitle a candidate to be called for written test, and interview.

Dated: 29th August 2019

**Sd/-
Deputy Registrar (Admn)
IIT Hyderabad**