



IITH/88/ Admin/PA/01/2017

Date: 05.01.2017

**ADVERTISEMENT FOR THE POST OF PROJECT ASSOCIATE ON ADHOC BASIS.**

Applications in the prescribed format are invited for the post of **Project Associate** for engagement for a period of 11 months (may be extended based on requirements of work). Interested candidates may send their applications to [project\\_rectt@iith.ac.in](mailto:project_rectt@iith.ac.in), on or before 30<sup>th</sup> January 2017. Shortlisted candidates will be informed over email.

A candidate with the following qualifications will be considered:

**POST:** Project Associate.

**NATURE OF POST:** Adhoc. The placement will be purely on contractual basis and does not have any provision for regularization.

**NO. OF POSTS:** 01

**ESSENTIAL QUALIFICATION:**

- A Post Graduate degree in any discipline.
- Fluency in English, both speaking and writing.

**DESIRABLE:**

- Preference will be given to those who have experience in dealing with students and student activities.
- Familiarity with functioning of Technical Institutions of Higher Education/Universities.
- Proficiency in using MS Office (MS Word, power point, Excel etc.,).
- Familiarity with official letter writing.
- Excellent organizational, analytical and planning skills.
- Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines.
- Ability to prepare and analyze financial statements and reports.
- Excellent writing and communication skills.
- Ability to handle confidential material judiciously.

**EXPERIENCE:**

- Minimum two years experience in handling student related matters, acquired after obtaining the essential qualification, preferably in a reputed Technical Institution of Higher Education/University.

**JOB RESPONSIBILITIES**

1. Management of day to day students affairs and their needs.
2. Liaison between student and appropriate staff related to student activities.
3. Plan, organize, coordinate and supervise various activities, mainly cultural events, NSS activities and Scientific & Technical Club activities.

4. Active involvement with, but not limited to, organization of annual cultural & technical festivals and technical workshops conducted by student Gymkhana, organization of NSS activities, functioning of various scientific and literary clubs within student Gymkhana, and other related activities within the scope of Student Gymkhana.
5. Plan, coordinate and supervise the preparation and dissemination of Publications related to student clubs and activities.
6. Communicate with internal campus organizations and services regarding assistance with meetings, programs or events.
7. Maintain an inventory of all equipment/items purchased through student Gymkhana and annual cultural festival teams.
8. Facilitate, promote and assist with student recognition/award presentation events.
9. Participate in the development of marketing strategies to promote campus activities and services to maximum student involvement.
10. Preparation of annual report and publications in regard to various student activities, especially NSS, cultural and scientific club activities.
11. Participate in the development of marketing strategies to promote campus activities and services to maximum student involvement.
12. Preparation of financial statement with relevant supporting documents at the end of any student activity.

**AGE:** Not exceeding 35 years

**EMOLUMENTS (INR) :** 18000-24000

**TENURE:** Minimum Eleven months but can be extended depending on Project requirement and satisfactory performance of the selected candidate.

**MODE OF SELECTION:** Based on Written Test followed by skill test. Details of venue and time will be intimated to shortlisted candidates over email.

**GENERAL TERMS AND CONDITIONS** - No TA /DA will be payable to Candidates appearing for the interview. The Candidates will be required to bring All Certificates/testimonials, in original (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age for verification and return, along with one set of self-attested photocopies of the same for verification and records of IIT Hyderabad - Two recent Passport size coloured photographs. Advertisement is no commitment. - Canvassing in any form will be a disqualification.

  
**Deputy Registrar**

## Bio-Data

### Advertisement for the Post of Project Associate

### Indian Institute of Technology Hyderabad

1. Name: (Underline first name)	
2. Date of Birth: (DD/MM/YYYY)	
3. Gender:	
4. Category	UR / OBC / SC / ST
1. Marital Status:	
2. Email:	
3. Mobile No.	
8. Address for Communication:	

9. Academic Qualifications (in ascending order starting from Matriculation/ SSC)

Degrees/ Diplomas	Subject	Board/University	Year	Regular/Corr espondence	% or CGPA

10. Computer skills

Course	Institute	Year of completion	%/Grade

11. Work Experience

Organization	From	To	Brief Job Description



12. Present employment status

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13. Languages known:

	Read	Write	Speak
English			
Hindi			
Telugu			

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

I declare that the information furnished above is true to the best of my knowledge and belief.

Name:

Date:

Place:

Signature