Adv. No: IIITH/Project Staff Recruitment/Advt.No-01/2023

Application Start Date: 1 April 2023
End Date: 21 April 2023

IIIT Hyderabad Invites Applications for Project Assistant (01) position under Prof Arun Kumar Pati, Center for Quantum Science and Technology (CQST) from the sponsored JC Bose National Fellowship funds by Science & Engineering Research Board (SERB).

The International Institute of Information Technology Hyderabad is a world-class institution offering BTech, MS by Research, Dual Degree (BTech + MS), M Tech, and Ph.D. programs.

Overall Responsibility

Responsible for providing administrative assistance to Prof Arun Kumar Pati, CQST.

Job Responsibilities

- Take care of administrative responsibilities for effective CQST functioning.
- Coordinate meetings and prepare action plans.
- Data Collation and data entry.
- Maintain files to keep track of important documents.
- Organize travel arrangements.
- Respond to day-to-day matter and correspondence over e-mails.

Skills & Experience

- Bachelor’s degree in any discipline from a well-reputed institute
- Age limit 28
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Good organizing and planning skills
- Good verbal and written English language skills
- Ability to work across functions and levels

Type of Role: Consolidated position with a 1-year contract initially, which may be renewed based on performance and subject to availability of grant.

Pay: Consolidated salary starts from Rs. 22,000/-pm and considerations with experience or as per Institute’s norms.

Send your detailed resume, passport size photo & position Name: akpati@iiit.ac.in.
Only shortlisted candidates will be called for interview after April 21, 2023.