



भारतीय प्रौद्योगिकी संस्थान इंदौर
खंडवा रोड, इंदौर 453 552
Indian Institute of Technology Indore
Khandwa Road, Simrol Indore 453 552

IIT Indore

Advt. No. – IITI/R&D/2026-27/CNT/02

August 4, 2026

WALK-IN INTERVIEWS FOR REQUIREMENT OF STAFF FOR R&D SECTION

Applications are invited from eligible Indian nationals for the following position on a contractual basis in the R&D Section at IIT Indore.

1. Project Administrative Assistant: - (01 post)

Job Responsibilities:

- Handling financial procedures, bill processing, vouchers, and record keeping
- Managing taxation (TDS, GST etc), and compliance-related activities
- Processing files, maintaining records, and ensuring proper documentation
- Preparing and reconciling bank statements.
- Assisting in HR and establishment matters including recruitment, onboarding, and employee records
- Supporting payroll inputs, taxation (TDS), and compliance-related activities
- Working knowledge of institutional rules, procedures, and procurement practices
- Efficient use of computer applications such as MS Word, Excel, and PowerPoint
- Working knowledge of Tally/accounting software

Essential Qualifications and Experience:

- Bachelor's Degree from a recognized University/Institute.
- Knowledge of Computer Operations.
- Minimum 02 years of relevant experience.

Desirable:

- Experience in College/Institutions.
- Experience in handling Accounts and Audit, Research & Development, Research Project Management matters.

Pay: Consolidated remuneration of ₹25,000–₹30,000 per month.

Upper Age limit: 35 Years

General Information

1. The appointment is purely temporary. Candidate is expected to join immediately.
2. Candidates must bring their updated CV, original certificates, self-attested copies of all supporting documents, and a recent passport-size photograph at the time of interview. Incomplete applications will be rejected.
3. No TA/DA will be paid for attending the interview.
4. Remuneration is taxable as per the norms.
5. The position is initially valid for 01 year. The performance of the engaged personnel will be reviewed periodically, and continuation may be considered based on performance and requirement.
6. The position will not be entitled to any allowances as Bonus, Gratuity, LTC, DA, CCA etc.
7. The Manpower will be entitled for leaves as per the existing guidelines and no encashment of leave shall be applicable.
8. Mere possessing the essential qualification will not entitle any candidate a right to be considered eligible for the post.
9. Candidates who have completed their degree with requisite educational qualifications only need to apply.
10. IITI reserves the right to not fill up /cancel the post advertised without assigning any reason.
11. Candidates who have appeared for the selection process for the above post(s) during the preceding three months are not eligible to participate in the present recruitment process.

Date of Walk-in Interview : August 13, 2026

Reporting Time : 12:30 pm

Venue : Board Room, Abhinandan Bhavan, 6th Floor,
IIT Indore Campus, Khandwa Road, Indore (M.P)

Contact No. : 0731-660-5284

Application Link : <https://forms.gle/TEbmUpUa8P19RmJb8>