



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

Office: +91 731 6005266

Fax : +91 731 2438 721

IIT Indore

Advt. No. – IITI/R&D/2026-27/CNT/01

Date: June 29, 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 / Project at IIT Indore.

1. Project Administrative Assistant: - (02 posts)

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

2. Research Administrative Assistant (Technology & IPR):- (01 post)

Job Responsibilities:

- Assist in maintaining records and databases related to technologies, inventions, patents, and licensing activities.
- Provide support in processing technology disclosures and maintaining related documentation.
- Assist in coordination with inventors, patent agents, and other stakeholders for patent filing and related activities.
- Support preparation of draft communications, official notes, reports, presentations, and institutional documents.
- Assist in compilation, organization, and maintenance of files, data, and reports related to technology transfer and IPR activities.

- f) Provide logistical and documentation support for meetings, workshops, technology exhibitions, and outreach activities related to innovation.
- g) Assist in preparation and maintenance of technology portfolios and related promotional material.
- h) Perform other administrative or coordination tasks related to technology management and IPR activities as assigned by the Institute.

Essential Qualifications:

- a) Bachelor's or Master's degree in engineering / science from a recognized university or institute.

Desirable Qualifications:

- a) Basic understanding of Intellectual Property Rights (IPR) and technology commercialization.
- b) Prior exposure to academic/research/R& D administration.
- c) Familiarity with documentation, data management, and coordination work.
- d) Good written and verbal communication skills.
- e) Proven ability in technical writing, including preparation of reports, proposals, and formal institutional documents.

Pay: Consolidated remuneration of ₹55000-60000/- per month.

Upper Age limit: 35 Years

3. Technical Superintendent (Procurement): - (01 post)

Job Responsibilities:

- a) Processing the Purchase files as per Institute norms and GFR guidelines
- b) Maintaining purchase files, comparative statements, and documentation
- c) Conducting technical evaluation of equipment's upon completion of the procurement process and installation.
- d) Working knowledge of institutional rules, procedures, and procurement practices
- e) Addressing queries/concerns of students and staff related to project and purchase matters
- f) Efficient use of computer applications such as MS Word, Excel, and PowerPoint

Essential Qualifications and Experience:

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

Desirable:

- a) Experience in College/Institutions.
- b) Experience in handling Procurement of scientific/research equipment's as per GFR norms, Research Project Management matters etc.

Pay: Consolidated remuneration of ₹40000-45000/- 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.

Date of Walk-in Interview : July 10, 2026
Reporting Time : 10:00 am
Venue : Board Room, Abhinandan Bhavan, 8th Floor,
IIT Indore Campus, Khandwa Road, Indore (M.P)
Contact No. : 0731-660-3531
Application Link : <https://forms.gle/tYS2xcUtpRVk1PVW9>