



**School of Management Studies**  
University of Hyderabad, Central University P.O.  
Prof. C.R. Rao Road, Gachibowli, Hyderabad – 500046



**ADVERTISEMENT FOR PROJECT RESEARCH ASSISTANT/ SECRETARIAL ASSISTANT**

**Date: 14<sup>th</sup> August 2023**

Applications are invited from the eligible candidates (Indian nationals only) for the temporary post in the IOE project entitled "**Finance & Accounts Operational Manual(FORM)** " sponsored by the **Institution of Eminence (IoE)**, **University of Hyderabad (UoH)**, Hyderabad (Sanction No.: UOH-IoE/ Others/23/16 dated 05.04.2023)

Name of the Post	No. of Posts	Honorarium (INR) /Per Month	Duration
Project Research Assistant /Secretarial Assistant	1	25,000 to 35,000/-* (consolidated)	Six Months (Extendable for another Six Months)

\*No other benefits will be provided

**Eligibility Criteria**

- 1) Graduate in Commerce /Management
- 2) Exposure to Microsoft Office tools

**Experience: Essential**

- a) ability to develop the content in English as per the guidance of P.I.

**Experience: Desirable**

- a) Working experience in Finance & Accounts in a Private / Govt. / Centrally Funded Institutions
- b) Knowledge of BRS, GFRs, Purchase procedures and other financial rules of GoI/UGC/MoE/MoF.

**Instructions for applicants:**

1. Interested candidates can send their **detailed Resume along with the scanned copy** citing communication address, email id, contact no., educational qualifications with marks, experience etc., with self-attested copies(pdf) of certificates/testimonials affixing a passport-size photograph by email ([irala@uohyd.ac.in](mailto:irala@uohyd.ac.in)) or submit physically to: Office of Prof. Irala Lokanandha Reddy (Principal Investigator), School of Management Studies, University of Hyderabad, Prof.C.R. Rao Road, Central University P.O., Gachibowli, Hyderabad, PIN – 500046.

**Last date of receipt of applications: 28-08-2023.**

2. **Application fee: None**
3. **Only short-listed applicants communicated through emails** will be called for a **Personal Interview**.
4. Selected candidates will be required to join the post from 1<sup>st</sup> week of September 2023. No TA/DA will be paid for attending the interview or joining the position if selected.
5. Applicants should note that the **appointment is purely temporary**; hence, the candidate has no right to claim for regularization of position in the University.
6. The candidate selected may be required to travel for data collection across the places as per the directions of the Project Investigators and the need of the project. TA/DA, as per the rules of IoE, UoH will be paid during the field visits.

**Important note: The Institute reserves the right to cancel the recruitment without assigning any reason.**

-Sd-

(Prof. Irala Lokanandha Reddy, PI)