OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.234/2026 Dated: 05/11/2026

Applications are invited for the temporary post of **Junior Executive,** Office of **IC&SR, IIT Madras.**

Co-ordinator: Dean – IC&SR, IIT Madras.

Duration: Initially for one year, later extendable based on the performance.

Number of Vacancies: 1

S. No	Post	Qualification and Experience	Pay
1	**Junior Executive (Purchase)**	**Qualification:** • B.Com with a minimum of 75% marks, or • M.Com with a minimum of 60% marks, or • Bachelor's degree in Engineering in Supply Chain Management / Logistics Management / Materials Management with a minimum of 60% marks. **Experience:** • Minimum 1 to 2 years of relevant experience in Purchase / Logistics / Supply Chain is required. • Experience in handling tenders will and GEM portal will be an added advantage.	**Rs. 18,000/- per month (Consolidated)**

Job Description:

This role is typically an entry-level or early-career position, serving as the backbone of the procurement department. The primary focus is on execution and support, ensuring the smooth day-to-day functioning of the procurement process.

Core Objective: To handle the IC&SR project procurement (scientific goods and services) efficiently, cost-effectively, and in a timely manner, while adhering to Institute policies and GFR.

Key Responsibilities:

- Prepare and process **Purchase Orders**, ensure acknowledgment, and follow up on deliveries.
- Assist in **vendor coordination**, documentation, and onboarding.
- Maintain **procurement data, reports, and records** in ERP.
- Coordinate with **CHA/stores/logistics** for receipt and tracking of materials.
- Support **invoice verification** and payment processing.

Skills Required:

- Strong **attention to detail** and accuracy.
- Good **communication** and interpersonal skills.
- Basic **analytical and numerical** ability.
- Time management and multitasking.
- Proficiency in **MS Office** (Excel, Word, PPT).
- Familiarity with **ERP / Procurement software**.
- Teamwork and coordination ability.
- High ethical standards and integrity.

Note: Maximum Age limit is 28 years & 30 years for reserved category (SC & ST)

The last date for submission of online application is 14.11.2026.

General Instructions to the candidates

1) All the positions are on purely contract basis.
2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
3) Candidates should apply online only in the website https://icandsr.iitm.ac.in/careers/current_openings.php - (**Please check the advertisement number Advt.234/2026 displayed and submit the application for the relevant position**).
4) Separate application has to be filled for each post.
5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
6) The application cannot be edited, reverted once it is submitted.
7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will be liable to be rejected.
8) Candidates should follow the prescribed procedure for submission of online application.
9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.

11) After successful online submission of application, a printout of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons, therefore.
17) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be liable to be terminated.
20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
25) Only shortlisted applicants will be contacted.
26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
30) If there is any issue to submit the application please send E-mail to : icsrrecruitment6@icsrpis.iitm.ac.in **Contact: 044- 2257 8843** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through https://icandsr.iitm.ac.in/careers/current_openings.php and submit the application.

Sd/-

CM –HR
Office of IC&SR
IIT Madras