

No: Advt/IITT/CSRC/2021-22/02

17th March 2022

Advertisement for the post of Project Manager (Administration) at CSRC IIT Tirupati

The job will be purely on temporary basis for a period of One year and extendable at the discretion of the Institute. Selected candidate shall not have claim on any regular positions. Project Manager typically manage administrations and also responsible for timely submission of reports, developing project management strategies and coordinating with internal teams to deliver solutions to meet faculty needs.

- Essential Qualification** : M.E/M.Tech/B.E/B.Tech/Master's degree or equivalent with minimum 60% Marks.
- Essential Experience** : Minimum 05 years experience in project management in Govt. organization/ Academic institution.
- Desirable** : Experience in Government Institutions or large organizations will be preferred. Strong analytical skills and research project management experience in academic institutes will be added advantage.
- Age** : Not more than 40 years as on the date of advertisement.
- Remuneration** : INR 35,000/- per month (consolidated). Higher pay will be considered based on experience of the candidate.
- Job responsibilities** : Manage matters relating to Sponsored and Consultancy projects
- Manage daily operations, report preparation and documentation for reviews.
 - Provide input for new processes and workflows as and when needed.
 - Manage all activities pertaining to recruitment of Project staff.
 - Manage accounts related activities pertaining to Sponsored Research and Consultancy projects.
 - Assist in all matters relating to CSRC activities.
 - Leverage technical tools and quantitative data to manage operations to success and high satisfaction to the superior.
 - Any other works assigned from time to time.
- Vacancy** : 01 Nos.

Last date for sending applications by email only: 31st March 2022

Procedure for Application and selection:

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with self-attested copies of all the certificates of educational qualifications and experience in a **single pdf file** by email to cm_csrc@iittp.ac.in and dean_src@iittp.ac.in with the subject line "Project Manager_CSRC".
2. Only shortlisted candidates will be called for interview and the decision of the Institute will be final regarding shortlisting for interview and selection.

Dean, CSRC

Application for Project Manager

1. **Post Applied for : Project Manager**

2. **Personal Details :**

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

a) Name	
b) Father's Name/ Husband's Name	
c) Date of Birth	
d) Age as on date	
e) Sex	
f) Marital Status	
g) Category (SC/ST/OBC/GEN)	
h) Nationality	

3.

	Address for Correspondence	Permanent Address
Address		
Tel. No.		
Mobile No.		
E-Mail		

4 **(a). Academic Qualifications in descending order**

Sl. No.	Examination Passed	Name of Institution / University	Year of Passing	% of Marks / Grade	Specialization

4(b) Employment Records (Current Employment Record)

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 Past Experience:

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

1. Total Post Qualification Experience in years:

2. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached along with the form.

(a)

(d).....

(b)

(e).....

(c)

(f).....

I certify that the information given above is true and correct.

Date :

(Signature of Candidate)