

No: Advt./IITT/CCE/2022-23/17

19-01-2023

**Advertisement for the post of Project Manager at CCE IIT Tirupati**

The job will be purely on a temporary basis for a period of One year and extendable at the discretion of the Institute. Selected candidates shall not have a claim on any regular position. The project Manager typically manages CCE activities and is also responsible for organizing events, preparation of reports, and coordinating with various stakeholders to deliver solutions to meet faculty needs.

- Essential Qualification** : **Master’s Degree in Engineering/Science/Management** (with minimum of 60% Marks)
- Essential Experience** : Minimum 02 years of experience, working in reputed industry / academic institutions or similar environment is preferred.
- Desirable** : Experience in Government Institutions or large organizations will be preferred.
- Age** : Not more than 45 years.
- Remuneration** : INR 35,000/- per month (consolidated). Higher pay will be Considered based on experience & expertise of the candidate.
- Job responsibilities** :
- Plan and execute strategies to make CCE activities financially self-sustainable
  - Workout strategies and create connect with faculty & other IITs and other institutions to conduct more CCE related courses
  - Manage daily operations- data collection, report preparation, documentation, maintaining registration forms, event brochure, certificate preparation and minutes preparation etc.– and responsible for overall CCE coordination.
  - Manage accounts related activities pertaining to CCE projects.
  - Any other work assigned from time to time.

**Vacancy** : 01 No.

**Last date for sending applications by email only: 3rd February 2023**

**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 [cee@iittp.ac.in](mailto:cee@iittp.ac.in) and with the subject line “Project Manager\_CCE”.
2. Only shortlisted candidates will be called for an interview and the decision of the Institute will be final regarding shortlisting for interview and selection.