

No: Advt./IITT/CCE/2023-24/21

23-01-2024

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/MBA (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	: <ul style="list-style-type: none">➤ 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: 08-02-2024

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 csrc_recruitment@iittp.ac.in & cce@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.

CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

The application and Bio-data along with XEROX Copies of certificates are enclosed

1. Name (in capitals) :

2. Address with Pincode :

3. E-mail ID :

4. Contact Phone / Mobile No. :

5. Father's / Husband's Name :

6. Date of Birth (*) : Age: Sex:

7. Do you belong to SC / ST / BC (*) : Yes No

(b) Nationality Indian : By Birth: By Domicile:

(c) Aadhar no.: PAN No.:

8. Educational Qualifications :

Please paste
a recent photograph

Qualification* Academic / Technical	University / Institution	Year Of Passing	% Of Marks	Division / Class Obtained

GATE Score if any :-.....

9. a) Previous Experience (other than at IIT Tirupati), if any & details of experience (*):

Organisation	Designation	From	To	Salary Drawn (Rs.)

b) Details of Project Experience at IIT Tirupati:

Project No	Designation	From	To	Salary Drawn (Rs.)

(*) Certified Copies to be enclosed for items 6,7,8 & 9.

I hereby declare that the information furnished above is true to the best of my knowledge

Place:

Date :

SIGNATURE OF THE CANDIDATE