

No: Advt./IITT/CSRC/2022-23/01

10th November 2022

Advertisement for the post of Project Associate (CSRC 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 Associate typically support CSRC administration activities.

- Essential Qualification** : B. E/ B.Tech / M. E / M. Tech/ M.Sc./MBA. or any equivalent masters with first class from UG onwards & minimum 60% Marks.
- Essential Experience** : Minimum 3 years of experience, working in reputed Industry / Academic Institutions or similar environments is preferred.
- The candidate is expected to have excellent organizational and academic administration skills, ability to handle multiple tasks simultaneously.
 - Support for CSRC administration in data collection, report preparation, managing events, involving planning, publicity, invitations, execution, media coverage, press reports, etc.,
 - Should have prior experience in preparing reports, liaison and human relations, event planning, and have proficiency in email communication etc.
- Desirable** : Experience in Government Institutions or large academic organizations will be preferred. At least 3 years teaching experience with research administration skills will be added advantage.
- Age** : Not more than 35 years.
- Remuneration** : INR 30,000/- per month (consolidated). Higher pay will be considered based on experience & expertise of the candidate.
- Job responsibilities** :
- Should provide support for CSRC administration related to ARIIA, recruitment, ERP, MoU, IPR etc.
 - Support Innovation & Incubation related activities
 - Support Industry relations activity
 - Prepare report/reply for outside agencies
 - Manage daily operations, report preparation and documentation, coordination etc.
 - Any other works assigned from time to time.
- Vacancy** : 01 Nos.

Last date for sending applications by email only: 2nd December 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 src_office@iittp.ac.in and with the subject line “Project Associate_CSRC”.
2. Only shortlisted candidates will be called for offline interviews and the decision of the Institute will be final regarding shortlisting for interview and selection.

Application for Project Associate

1. Post Applied for :

2. Personal Details:

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 Details:

	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
1.					
2.					
3.					

4(b). Employment Records (Current Employment Record):

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From	To	
1.						

4(c). Past Experience:

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From	To	
1.						

5. Total Post Qualification Experience in years:

6. Any other information relevant to the job:

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

Date:

(Signature of Candidate)