

No: Advt./IITT/CSRC/2022-23/02

10<sup>th</sup> November 2022

**Advertisement for the post of Project Officer (Event Management & CSRC Administration support) 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 a claim on any regular positions. Project Officer typically support & manage Institution's Innovation Council (IIC) activities related to Atal Ranking of Institutions on Innovation Achievements (ARIIA) and CSRC administration.

- Essential Qualification** : M. E / M. Tech/ MBA or any equivalent masters with first class from UG onwards & minimum 60% Marks.
- Essential Experience** : Minimum 5 years of experience, working in reputed Industry / Academic Institutions or similar environments is preferred.
- The candidate is expected to have excellent organizational and communication skills, ability to handle multiple tasks simultaneously.
  - Experience in managing events, involving planning, publicity, invitations, execution, media coverage, press reports, etc., is mandatory.
  - 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 5 years of teaching experience with Event management skills will be added advantage.
- Age** : Not more than 40 years.
- Remuneration** : INR 35,000/- per month (consolidated). Higher pay will be considered based on experience & expertise of the candidate.
- Job responsibilities** :
- Assist to run IIC activities in an effective way to get better ARIIA ranking.
  - Should provide support for CSRC administration related to recruitment, ERP, MoU etc.
  - Reach out many Industries & other academic Institutions to bring Experts for IIC activities.
  - Provide support to promote Innovation & Incubation etc.
  - Support Industry relations activities.
  - Prepare report for the IIC events as per MoE guidelines.
  - Manage daily operations, report preparation and documentation, overall IIC coordination etc.
  - Support Innovation & Incubation related activities.
  - Any other works assigned from time to time.
- Vacancy** : 01 No.

**Last date for sending applications by email only:** 2<sup>nd</sup> 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](mailto:src_office@iittp.ac.in) and with the subject line "Project Officer\_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 Officer

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)**