

No: Advt./IITT/CCE/2022-23/12

12-10-2022

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** :
- 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: 04th November 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 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.

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

SI. 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)	

6 Total Post Qualification Experience in years:

7 Any other information relevant to the job:

Note:

- If the sheets above are not sufficient please attach extra sheets, wherever necessary.
- 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)