INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, Andhra Pradesh- 517619

No: Advt./IITT/CSRC/2023-24/01

12th April 2023

Advertisement for the post of Project Officer (Event Management & CSRC Administration support) at Centre for Sponsored Research and Consultancy (CSRC), IIT Tirupati

Indian Institute of Technology Tirupati (IIT Tirupati) invites application for the post of project officer at CSRC-IIT Tirupati. It is temporary employment for a year. However, depending on the requirements, it can be renewed after the term expires. The extension is purely at the discretion of the Institute. Candidate shall note that the selection is for a fixed term, and the selected candidate under this advertisement call is not for a regular position.

The selected candidate is expected but not limited to working collaboratively with the existing team on the following tasks: Supporting and managing the Institution's Innovation Council (IIC) related activities; Supporting Institute NIRF and ATAL Ranking Team; CSRC administration.

Essential Qualification	: B.E/B.Tech/M. E / M. Tech/ MBA or any equivalent degree with minimum of 60% marks.
Essential Experience	: Minimum 5 years of experience for UG & 3 years of experience for PG candidates working in reputed Industry or Academic Institutions or similar environments

➤ The potential candidate is expected to possess excellent organizational and communication skills and the ability to handle multiple tasks
➤ Experience planning and managing events, interacting with media, making press reports, etc.
➤ Should have prior experience in preparing reports, liaison and human relations, event planning, and have proficiency in email communication etc.

Desirable	: Relevant experience in Centrally Funded Technical Institute (CFTI).
Age	: Below 40 years
Remuneration	: INR 45,000/- per month (consolidated). Higher pay may be considered based on experience and expertise of the candidate.
Job responsibilities	:

➤ Lead and support all Institution's Innovation Council (IIC) related activities at IIT Tirupati
➤ Reach out to Industries and other academic Institutions to promote I&E activities at IIT Tirupati
➤ Support and lead Innovation & Incubation related activities at IIT Tirupati
➤ Support existing team for CSRC administration related activities
➤ Provide support to promote Innovation & Incubation etc.
➤ Any other works assigned from time to time by the Chief Manager-CSRC.

Vacancy	: 01 No.

Last date for sending applications by <u>email only</u>: 12th May 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 **csrc_recruitment@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.					

b). Employment Records (Current Employment Record):

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, GradePay	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)**