



Indian Institute of Information Technology, Sri City, Chittoor

Reference No: IIITS/2019/06/Staff/Intern

Opening Date: March 27, 2019

Closing Date: April 16, 2019

Position : Intern on contact basis

Job Description:

IIITS is looking for highly motivated graduates to provide administrative support for effective functioning of its day-to-day operations. The candidate filling this position will handle a wide range of important duties.

Skills and Experience

- Any Master's degree or equivalent from reputed Institute/University, preferably MBA (or) Bachelor's degree with minimum of 5 years relevant experience
- Excellent verbal and written English language and communication skills
- Proficient in Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills

Preferred areas of work	:	Procurement, Scholarship, Transport, Admissions etc
Type of role	:	Internship for a period of one year (extendable based on performance and the requirement)
Location	:	Sri City, AP
Compensation	:	Commensurate with qualification and relevant experience in the range of Rs.15,000/- to Rs.20,000/- per month
Start Date	:	Immediate

How To Apply:

Candidate possessing the requisite qualification and experience should apply with your detailed resume at careers.staff@iiits.in with subject "Resume for Intern-"Name of the Candidate" on or before April 16, 2019. Call letters will be sent through e-mail to the candidates shortlisted for interview. Candidates called for interview will be required to attend at their own expenses.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.



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4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.
6. In case of any advertent mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in Interview.
8. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

About IIIT Sri City, Chittoor : For details please logon to www.iiits.ac.in

Sd/-
Registrar In-charge