



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630 Gnan Marg, Sri City, Chittoor District - 517 646, Andhra Pradesh, India
e-mail: careers.staff@iiits.in, www.iiits.ac.in

Reference No: IIITS/2021/07/Staff/Estt./Admin Asst.

Opening Date: July 07, 2021

Closing Date: July 24, 2021

Position: Administrative Assistant (on contact basis)

Job Description:

IIIT Sri City is looking for highly motivated candidates 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 (other than Engineering) from reputed Institute/University, preferably MBA with minimum of one year relevant experience (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

Function	:	Responsible for coordinating with faculty/coordinators for arranging for classes, examinations, distribution of course materials etc. Perform any other relevant duties/activities as assigned from time to time.
Type of role	:	Period of one year (extendable based on performance and the requirement of the Institute)
Location	:	Sri City, Andhra Pradesh
Compensation	:	As per Institute norms (Commensurate with qualification and relevant experience)
Start Date	:	Immediate
Age	:	Not exceeding 35 years as on 01-07-2021

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 Administrative Assistant-Name of the Candidate". 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.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial 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

Registrar I/c.