



## Indian Institute of Information Technology Sri City, Chittoor

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Reference No: IIITS/Recruitment/Staff/JCA/2022/06/01

Opening Date: June 28, 2022

Closing Date: ~~July 4, 2022~~ July 11, 2022

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by MHRD, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development. IIITS offers B.Tech in two programs (1) Computer Science & Engineering (CSE), and (2) Electronics & Communication Engineering (ECE); and also offers M.Tech (AI & ML) and PhD programs. The institute is located in Sri City about 60 KMs from Chennai on the Nellore Highway. Visit [www.iiits.ac.in](http://www.iiits.ac.in) for more details.

IIIT Sri City is planning to conduct a recruitment drive for the following position.

### Position: Junior Consultant-Administration

IIIT Sri City is looking for highly skilled professionals to take up administrative responsibilities including Industry & Public Relations activities.

### Qualification & Experience:

#### Essential:

1. MBA or its equivalent from a recognized institute/University
2. 2-3 years of experience in corporate / Institutional administration
3. Experience in industry / Public relations
4. Strong communication ability (oral and written)
5. Excellent organizational skills
6. Proficient in MS Office and social media

#### Desirable:

1. Creativity and problem-solving aptitude
2. Experience managing media relations
3. Background in researching, writing and editing publications
4. Familiarity with video/photo editing is a plus

### Responsibilities:

1. To take up specific administrative assignments with focus on internal/external stakeholders.
2. Enable and support activities relating to industry and media
3. Edit and update promotional material and publications (brochures, videos, social media posts etc.)
4. Develop PR campaigns and media relations strategies
5. Organize PR events (e.g. open days, press conferences)
6. Collaborate with internal teams for creating and managing content

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7. Prepare and distribute press releases
8. Seek opportunities for partnerships, sponsorships, etc.
9. Address inquiries from the media and other parties
10. Track media coverage and follow industry trends
11. Prepare and submit PR reports

Nature of appointment : Purely temporary and no guarantee for regular appointment

Type of role : Contract for a period of 11 months (extendable based on performance and the requirement of the Institute)

Location : Sri City, AP

Compensation : Commensurate with qualification and experience

Start Date : Immediate

### **How To Apply:**

Filled in Application Form (prescribed format only) along with supporting documents with signature on each page and passport size photograph in scanned version should be sent to careers.staff@iiits.in (only) on or before 11/07/2022. However, hard copy of application along with documents should reach the undersigned before 18/07/2022 (Please note that hard copy of the application along with all documents is compulsorily required).

Address for sending the hard copy of duly filled in application with supporting documents with signature on each page in a cover superscribed with "Application for the Post of Junior Consultant-Administration" by Speed Post is:

The Registrar,  
Indian Institute of Information Technology Sri City, Chittoor,  
630 Gnan Marg, Sri City, Tirupati District - 517 646,  
Andhra Pradesh, India

Candidates called for the selection process 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 a 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 an interview.
6. In case of any advertisement 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 the selection process.
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](http://www.iiits.ac.in)

Registrar I/c.