Indian Institute of Information Technology Sri City, Chittoor

An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/Recruitment/Staff/Academics/2023/09/03

Opening Date: Sep 13, 2023   Closing Date: Sep 27, 2023

Advertisement for Recruitment of
Manager/Assistant Manager (Academic Office) on contract basis

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by Ministry of Education, 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 BTech in three programs (1) Computer Science & Engineering (CSE), (2) Electronics & Communication Engineering (ECE); and (3) Artificial Intelligence and Data Science (AI & DS) and also offers PhD programs. The institute is located in Sri City about 70 KMs from Chennai on the Nellore Highway. Visit www.iiits.ac.in for more details.

IIIT Sri City is looking for highly motivated professionals to take care of Academic Office of the Institute:

Qualification & Experience:
- Master's degree or equivalent from a reputed Institute/University with Minimum 5 years of relevant work experience in executive cadre in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance / Educational Institutions related to academics, examinations etc in a managerial position (OR) Bachelor's Degree or equivalent from reputed Institute/University with Minimum 10 years of relevant work experience in executive cadre in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance / Educational Institutions related to academics, examinations etc in a managerial position.
- Provide effective managerial skills to the other staff members within the office.
- Excellent verbal and written English language and communication skills
- Ability to interact sensitively and empathetically with students
- Proficient in Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills
- Excellent organizational skills.

Responsibilities:

Key Responsibilities include, but are not limited to:
- The Manager/Assistant Manager will work closely with Assistant Deans (UG, PG & PhD programs), UG & PG Coordinators
- The Manager/Assistant Manager is responsible for overseeing the day-to-day operations of academic office
- To extend support to the academics office, PG and PhD Office of the institute, from admission, timetable coordination, attendance management, examination support, award of degree, convocation process, grading process, issuing Certificates and transcripts etc.
- The role will require the person to maintain utmost confidentiality and handle sensitive information with discretion.
- The candidate will be someone with a high level of integrity, excellent oral and written communication skills, high standards of professionalism and an experience of higher education academic administration including examinations in India.
- Managing the day to day 'MIS' and other reporting mechanisms
- Any other duties as assigned from time to time

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
- **Manager** : Rs.50,000/- to Rs.60,000/- (on consolidated pay)
- **Assistant Manager :** Rs.35,000/- to 40,000/- per month (on consolidated pay)

Start Date : Immediate

Age : Not more than 45 years as on 1 Sep 2023

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 27/09/2023. However, hard copy of application along with documents should reach the undersigned before 30/09/2023 (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 Manager/Assistant Manager-Academic Office" "Name of the Candidate" by Speed Post is:

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

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for an 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 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

Col.T.Umasankar, Retd.
Registrar.