



Indian Institute of Information Technology Sri City, Chittoor

Reference No: IIITS/Recruitment/Staff/2023/09/Office Assistant/09

Opening Date: Sep 13, 2023

Closing Date: Sep 27, 2023

Advertisement for Recruitment of Office Assistant (Clerical Cadre) (on contract basis)

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by the 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.

Job Description:

Responsible for providing administrative assistance to different functions / offices / sections

Qualification & Experience:

- Bachelor's degree in any discipline from a well-reputed institute
- 1-2 years of administrative experience in an engineering college
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Good organizing and planning skills
- Good verbal and written English language skills.
- Ability to work across functions and levels.

Responsibilities

- Take care of administrative responsibilities for effective office functioning.
- Coordinate meetings and prepare action plans.
- Data collation and data entry
- Maintain files to keep track of important documents.
- Organize travel arrangements
- Respond to day-to-day correspondence over e-mails
- Any other tasks as assigned by the Reporting Manager

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

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) with subject "Office Assistant (Clerical Cadre)" "Name of the Candidate" 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).

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 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