Indian Institute of Information Technology Sri City, Chittoor
An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/2024/Recruitment/Staff/02/Systems

Opening Date: Feb 14, 2024   Closing Date: Feb 28, 2024

Advertisement for Recruitment of Assistant Manager (IT)
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 for the position of Assistant Manager (IT) who will provide catalytic support through strategic and proactive initiatives at IIIT Sri City.

Qualification & Experience:
- Bachelor's Degree in Engineering in CSE, ECE, IT or related fields such as MCA or MCS as well as a minimum of 10 years of total experience in IT Systems Management.
- The candidate should have preferably 2 years of working experience in any of the PSUs/Autonomous Institutes/CFTIs (IITs/IIITs/NITs/Others).
- The candidate should have strong leadership management skills, as well as experience in strategic planning and budgeting.
- The candidate should have managed and trained team of highly motivated individuals
- Excellent verbal and written English language and communication skills
- Attention to detail, ability to multi-task and good team playing skills
- Excellent managerial, collaboration and networking skills with a proactive approach to work
- Strong experience in working with teams, managing subordinates and handling administration processes

Responsibilities:
Key Responsibilities include, but are not limited to:
- Overseeing the design, development and maintenance of the company's IT systems and applications
- Developing and implementing IT policies and procedures
- Ensuring that our IT infrastructure is secure, reliable and scalable

- Leading the evaluation and selection of technology solutions
- Managing IT budgets and resources

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 : Rs.40,000/- to 45,000/- per month (on consolidated pay)
Start Date	: Immediate
Age	: Not more than 45 years as on 1 Feb 2024

How to Apply:

Filled in Online Application Form along with supporting documents with signature on each page should be sent to careers.staff@iiits.in (only) on or before 28/02/2024. However, hard copy of application along with documents should reach the undersigned before 04/03/2024 (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 Assistant Manager (IT)" "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.