

No. Advt/IITT/CSRC/2024-25/24

Date: 17-10-2024

Applications are invited from eligible Indian nationals for the post of **Assistant Manager** in the Centre of Excellence (Smart Manufacturing & Electric Vehicle Technologies) under the Indian Institute of Technology Tirupati.

Essential Qualification	Any UG with first class and a Minimum of 5 Years relevant experience. Proven proficiency in Communication, MS Office, and Office Automation. Proven proficiency in conducting training programmes in higher education institutes.
Project Title	CoE (SM & EVT)
Sponsoring Agency	CSRC, IIT Tirupati
No. of positions	01
Consolidated monthly Salary	Minimum Rs. 27,500/- per month, pay will be fixed based on experience.
Principal Investigator (IITT)	Head (CoE)
Department	Centre of Excellence (SM & EVT)
Duration	One Year (May be extended)
Brief Project Description and Nature of Work	Please refer to Annexure I
Age Limit	Age limit- Not more than 35 years as of notification date (Relaxed for exceptional candidates)
Last date of application	07-11-2024 (5.00 PM)
Application Link	https://forms.gle/5KR7FbfpH6WQke5KA

Eligible candidates may send their **detailed CVs specifying their qualifications and experience with scanned copies of mark sheets** and certificates from X class to date. All files should be clubbed as a single PDF File.

The shortlisted candidates will be informed by **E-mail only**. Selection will be based on the qualifications, experience and in-person interview at IIT Tirupati. **No TA/DA** for attending the interview. The shortlisted candidates will be notified of the interview date by email.

Dean-CSRC

Annexure – I

Job Title: Assistant Manager

No of Positions: 01 Position

Job Summary:

Indian Institute of Technology, Tirupati, is a premier autonomous Institution established by the Ministry of Education, Government of India, to promote high-quality science education and research in the country.

Applications are invited from Indian nationals for the above position purely on a contract basis for the Centre of Excellence on Smart Manufacturing and Electric Vehicle Technologies established at IIT Tirupati. The role involves coordinating and managing various training and skill development programmes.

Roles & Responsibilities:

- 1. Account Management:** To maintain & keep the records of the income & expenditure and follow up with accounts for payments.
- 2. Training Management:** Coordinate the training programmes end to end by finding & inviting potential participants, participant registration, collecting registration fees, hospitality & refreshments, accommodation & transport for participants & speakers, participants attendance, printing certificates/standees, designing flyers, scheduling training programmes, coe website updates etc.
- 3. Admin Management:** To get the necessary approvals for conducting training programmes and other necessary needs, registration fees, and remuneration for faculty & staff.
- 4. Asset Management:** Keep track of hardware/software, furniture, AV equipment, etc..
- 5. Any other work allotted by competent authorities.**