

No: Advt./ IITT/CDO/2026-27/024

Date:28-10-2026

Advertisement for the following posts at Competency Development & Outreach (CDO) Office, IIT Tirupati

Applications are invited from interested candidates for the following positions for a period of one year on contractual basis for the CDO Office at IIT Tirupati. These positions are purely temporary in nature and shall not be treated as employees of the Institute for any purpose. The initial tenure of appointment will be for a period of one year; it may be extended subject to the satisfactory performance of the candidate and the requirements of the Institute.

The Competency Development & Outreach (CDO) office of IIT Tirupati is dedicated to enhancing professional skills, fostering continuous learning, and expanding outreach initiatives to empower individuals and organizations. Institutional Communication & Analytics (IC&A) is one of the verticals in the CDO Office, Strengthens institutional visibility and reputation through strategic communication and data-driven storytelling.

Job Title-1	Communication and Analytics Manager
No. of Position(s)	01 (One)
Job Description	a) Build and document data pipelines (ETL) that consolidate data from MIS, ERP, HR, academic and finance systems into an analytical layer. b) Integrate and maintain academic and administrative datasets of the Institute c) Develop and maintain dashboards and periodic reports for institutional decision-making covering academic performance and programme outcomes. d) Prepare data submissions and analyses for statutory and ranking exercises (NIRF, AISHE, QS, THE, AICTE) and reporting. e) Design and execute exploratory and confirmatory analyses to answer specific questions. f) Any other relevant task assigned by the Advisor/Dean (CDO) from time to time.

Essential Qualifications	Master's degree (M.Sc. / M.Tech. / M.S. / M.A. / MBA / MPP) in Statistics, Data Science, Computer Science, Mathematics, Operations Research, Public Policy, or an allied quantitative discipline. OR A four-year Bachelor's degree (B.E. / B.Tech. / B.S. or equivalent) in Computer Science, Information Technology, Data Science, Mathematics and Computing, Statistics, Mathematics, Electrical and Electronics Engineering, Electronics and Communication Engineering, or another relevant computational discipline, with demonstrable experience in data analytics, business intelligence, or institutional research.
Minimum Experience	1. For candidates with a postgraduate degree: Minimum of two (02) years of relevant experience in data analysis and management, statistical analysis, and institutional/business analytics in educational institutions or reputed organisations. Proficiency in SQL and BI/visualisation tools such as Power BI or Tableau for data analysis, dashboard development, and reporting. Demonstrated ability to prepare institutional reports, analyse data, interpret trends, and present data-driven insights to support planning and decision-making. Working knowledge of Python, R, or similar tools for data analysis and statistical applications, as required. 2. For candidates with a four-year undergraduate degree: Minimum of four (03) years of Relevant experience in data analysis and management, statistical analysis, and institutional/business analytics in educational institutions or reputed organisations. Proficiency in SQL and BI/visualisation tools such as Power BI or Tableau for data analysis, dashboard development, and reporting. Demonstrated ability to prepare institutional reports, analyse data, interpret trends, and present data-driven insights to support planning and decision-making. Working knowledge of Python, R, or similar tools for data analysis and statistical applications, as required.

Desired Experience	Experience in institutional data management, report preparation, meeting documentation, and e-Office systems. Exposure to higher education rankings, accreditation, and regulatory frameworks (NIRF, NAAC, NBA, AISHE, UGC/AICTE) and familiarity with NEP 2020, NCrF, and ABC will be an added advantage.
Age Limit	45 years
Consolidated Remuneration	₹35,000 – ₹50,000 per month, based on the candidate's experience and expertise.

Job Title-2	Junior Multimedia Specialist
No. of Position(s)	01 (One)
Job Description	a) Assist in the creation of multimedia content for the Institute, including posters, brochures, social-media creatives, event publicity materials, photography, videography, and basic video editing for official communication channels. b) Support the Communication and Analytics Manager in managing digital content archives, data collection, and assisting in the scheduling and dissemination of content across social media platforms.
Essential Qualification	Bachelor's degree in Multimedia / Mass Communication / Journalism / Visual Communication / Graphic Design / Animation OR any Bachelor's degree with a Diploma/ Certificate in Multimedia, Graphic Design, Video Editing, or related field.
Minimum Experience	1. Minimum 1 year of experience in graphic design/ video editing/ photography/ AI Prompting Skills/ social-media content creation in a reputed organisation/educational institution. 2. Hands-on familiarity with Adobe Photoshop, Illustrator, Canva, or equivalent open-source tools (GIMP, Inkscape).
Desired Experience	Basic skills in DSLR/mirrorless photography, smartphone videography
Age Limit	35 years
Consolidated Remuneration	₹25,000 - ₹35,000 per month, based on the candidate's experience and expertise.

Important Instructions:

1. The candidate must be a citizen of India.
2. It is the candidate's duty to verify their own eligibility for the position(s) they are applying for, based on the criteria mentioned in the advertisement.
3. Qualifications must be from recognized and accredited universities or institutions.
4. Only relevant experience gained after obtaining the minimum qualifying degree will be considered. Experience should be supported by a certificate that clearly states the nature of the candidate's work.
5. The applicant is fully responsible for the authenticity of all information, documents, and photographs submitted.
6. If, at any point during the selection process or after appointment, it is discovered that the candidate does not meet the eligibility requirements (which were not previously detected), their application or appointment will be canceled or terminated immediately without further notice.
7. A separate application must be submitted for each position.
8. A separate selection test will be conducted for each position.
9. The number of positions is tentative and may be increased or decreased at the discretion of the recruiting authority.

Application Procedure:

1. Interested candidates are requested to email the duly filled-in application in the prescribed format, as provided in the advertisement, along with self-attested copies of all relevant certificates pertaining to age, educational qualifications, and experience. All documents should be compiled into a single PDF file and sent to **cdo_office@iittp.ac.in** with the subject line: "Application for the Communication and Analytics Manager and Junior Multimedia Specialist".
2. The last date for the submission of the application is **18th November 2026**.
3. Applications received in a format other than the prescribed one will be summarily rejected.
4. Applications received after the aforesaid last date will also be rejected.
5. No separate information will be sent in the event of application rejection.

Selection Procedure:

1. Only shortlisted candidates will be called for the offline selection process. The list of shortlisted candidates will be published on the IIT Tirupati website.
2. The selection process may consist of a written test and/or practical test, followed by an interview in the relevant domain area.
3. Shortlisted candidates are required to produce the original educational and experience certificates for verification during the selection process, along with two passport-size photographs and ORIGINAL Govt. ID proof.
4. No travel allowance (TA) or daily allowance (DA) will be given for attending the selection process.
5. Based on the number of applicants during the selection process, an additional shortlisting criterion may apply.

6. It is the candidate's responsibility to ensure that they meet the eligibility criteria prescribed in the advertisement before participating in the selection process. If, at any stage, it is found that a candidate does not fulfill the eligibility requirements, their candidature shall be summarily rejected without any further notice, and they shall not be permitted to participate further in the selection process.
7. Candidates who get selected must join immediately after receiving the appointment offer.
8. The selected candidates shall not have a claim on any regular position and shall not be entitled to privileges such as housing, medical facilities, or other benefits available to regular employees of the institute.
9. The decision of the Institute shall be final regarding shortlisting, final selection, and pay fixation.

Sd/-
Dean-CDO