भारतीय प्रौद्योगिकी संस्थान तिरुपति
TIRUPATI
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति
CENTRE FOR
SPONSORED RESEARCH AND CONSULTANCY
Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

**No: Advt./IITT/CSRC/2024-25/01** **06-08-2024**

**Advertisement for the post of Project Manager (Innovation, Incubation, IPR, Start up and Industrial relations) at Centre for Sponsored Research and Consultancy (CSRC)- IIT Tirupati**

Indian Institute of Technology Tirupati (IIT Tirupati) invites applications for Project Manager at CSRC-IIT Tirupati. It is temporary employment for a year. However, depending on the requirement, it can be renewed after the term expires. The extension is purely at the discretion of the Institute.

The selected candidate is expected but not limited to working collaboratively with the existing team on the following tasks: Supporting and managing the Institution's Innovation Council (IIC) related activities; supporting entrepreneurship, IPR filing, Preincubation and Startup-related activities, and Industrial relations.

**Essential Qualification** : 04 years UG degree in Engineering or non-engineering PG degree with minimum of 60% marks 2 years experience, or
M. E / M. Tech in Engineering with minimum of 60% Marks.

**Desirable Experience** :

- Minimum 2 years of relevant work experience, working in reputed Industry or Academic Institutions or similar environments.
- The potential candidate is expected to possess excellent organizational and communication skills and ability to handle multiple tasks.
- Experience in planning and managing events.
- Prior experience in preparing reports, liaison and human relations, and event planning, as well as proficiency in email communication etc.
- Relevant work experience in Centrally Funded Technical Institute (CFTI) is Preferable.

**Desirable age** : Below 45 Years

**Remuneration** : INR 50,000/- per month (consolidated). Higher pay will be considered based on experience & expertise of the candidate.

**Job responsibilities** :

- Lead and support all Institution's Innovation Council (IIC) related activities at IIT Tirupati.
- Reach out to Industries and other academic Institutions to promote Innovation and Entrepreneurship activities at IIT Tirupati.
- Support and lead Incubation and startup related activities at IIT Tirupati.
- Support IPR filing, Technology Transfer and commercialization.
- Support existing team for CSRC administration-related activities.
- Any other work assigned from time to time by the reporting officer.

**No. of Vacancies** : 01 No.

**Last date for sending applications by email only: 30th August 2024**

**Procedure for Application and selection:**

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with self-attested copies of all the certificates of educational qualifications and experience in a **single pdf file** by email to **csrc_recruitment@iittp.ac.in** and **dean_src@iittp.ac.in** with the subject line "Project Manager_CSRC".
2. Only shortlisted candidates will be called for offline interviews and the decision of the Institute will be final regarding shortlisting for interview and selection.

Dean-CSRC

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# Application for Project Manager

1. **Post Applied for :**

2. **Personal Details:**

| | |
|---|---|
| a) Name | |
| b) Father's Name/ Husband's Name | |
| c) Date of Birth | |
| d) Age as on date | |
| e) Sex | |
| f) Marital Status | |
| g) Category (SC/ST/OBC/GEN) | |
| h) Nationality | |

3. **Address Details:**

| | **Address for Correspondence** | **Permanent Address** |
|---|---|---|
| Address | | |
| Tel. No. | | |
| Mobile No. | | |
| E-Mail | | |

**4(a). Academic Qualifications in descending order:**

| **Sl. No.** | **Examination Passed** | **Name of Institution / University** | **Year of Passing** | **% of Marks / Grade** | **Specialization** |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

**b). Employment Records (Current Employment Record):**

| Sl. No. | Organization | Designation | Pay Band, Pay in pay Band, Grade Pay | Period | | Job Description |
|---|---|---|---|---|---|---|
| | | | | From | To | |
| 1. | | | | | | |

**4(c). Past Experience:**

| Sl. No. | Organization | Designation | Pay Band, Pay in pay Band, Grade Pay | Period | | Job Description |
|---|---|---|---|---|---|---|
| | | | | From | To | |
| 1. | | | | | | |

**5. Total Post Qualification Experience in years:**

**6. Any other information relevant to the job:**

**I certify that the information given above is true and correct.**

**Date:** **(Signature of Candidate)**