

No: Advt./ IITT/CDO/2025-26/001

11-09-2025

Walk-In-Interview for the post of Programme Manager
(Competency Development & Outreach Office)

Indian Institute of Technology (IIT) Tirupati, an Institute of National Importance, has established an **Office of Competency Development and Outreach (CDO)**, dedicated to enhancing professional skills, fostering continuous learning, and expanding outreach initiatives to empower individuals and organizations. One of its major verticals, the **Competency Development Programs (CDPs)**, offers flexible and industry-relevant **online degrees, certifications, diplomas, and Faculty Development Programs (FDPs)**.

CDO Office at IIT Tirupati invites interested and eligible candidates to appear for the selection process for the post of Programme Manager for the **CDP vertical for CDO Office, IIT Tirupati**. The appointment will be **purely temporary in nature** and shall not be treated as employment with the Institute for any purpose. The **initial tenure** will be **6 months**, which may be **extended** based on the satisfactory performance of the candidate and the requirements of the Institute.

Job Title-1	Programme Manager
No. of Position(s)	01 (ONE)
Job Description	<p>The programme manager typically manages the CDPs vertical at the CDO office and will perform the following activities:</p> <ul style="list-style-type: none">• Planning and executing various initiatives under the CDP vertical.• Managing admission-related processes, including the creation of application forms, fee payment reconciliation, ERP coordination, and organizing orientation programmes.• Overseeing the students' academic life cycle and providing administrative support for programs.• Coordinating with faculty, staff, and students to ensure the smooth functioning of academic and administrative activities.• Coordinating accounts and finance-related tasks within the CDP framework.• Managing the day-to-day operations of the CDP office.• Undertake any other responsibilities assigned from time to time.
Essential Qualifications	A Master's degree with a minimum of 55% marks or equivalent CGPA from a recognized University or Institution.

Minimum Experience	At least 2 years of administrative experience in reputed academic institutions or equivalent organizations. Preference will be given to candidates with experience in government institutions or large organizations. Candidates must possess excellent communication skills and demonstrate proficiency in MS Office applications.
Desired Experience	Experience with administrative management tools such as ERP
Age Limit	35 years
Consolidated Remuneration	₹40,000 – ₹55,000 per month (consolidated), based on the candidate's experience and expertise.
Period of Engagement	6 months (may be extended based on the satisfactory performance of the candidate and the requirements of the Institute)
Walk-In-Interview Date/ Reporting time	26th Sep. 2025 (Friday), 10:00 am.
Venue	CDO Office, 2nd Floor, North Wing, Administration Building, Indian Institute of Technology Tirupati, Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, Andhra Pradesh – 517 619.

Important Instructions:

Application Procedure:

1. Interested candidates are requested to appear for the Walk-in Interview/ Selection Procedure with a duly filled application in the prescribed format along with self-attested copies of all certificates of age, educational qualifications, and experience.
2. Candidates must also bring the original certificates for verification during the selection process, along with two passport-size photographs and ORIGINAL Govt. ID proof .
3. The applicant is fully responsible for the authenticity of all information, documents, and photographs submitted.
4. 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.
5. If at any point during the selection process, or even after being appointed, it is found that the candidate does not meet the eligibility requirements (which were not detected earlier), their application or appointment will be canceled or terminated immediately without any further notice.

Selection Procedure:

- a. The candidate must be a citizen of India.
- b. Qualifications must be from recognized and accredited universities or institutions.
- c. Candidates are required to produce the original educational and experience certificates for verification during the selection process.
- d. Only relevant experience gained after obtaining the minimum qualifying degree will be considered. Experience should be supported by a certificate clearly stating the nature of the work of the candidate.
- e. No travel allowance (TA) or daily allowance (DA) will be given for attending the selection process.
- f. The selection process may consist of a written test/ practical test, and/or an interview in the domain area.
- g. Based on the number of applicants during the selection process, an additional shortlisting criterion may apply.
- h. It is the candidate's responsibility to verify their own eligibility for the position, based on the criteria outlined in the advertisement before participating in the selection process. If at any stage it is found that a candidate does not meet the eligibility requirements, their application will be disqualified and removed from consideration immediately, without any further notice. In this case, that candidate will not be allowed for further participation in the selection process.
- i. Candidates who get selected must join immediately after receiving the appointment offer.
- j. 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.
- k. The decision of the Institute shall be final regarding shortlisting, final selection, and pay fixation.

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