

No.: Advt/ IITT/CSRC/25-26/41

Date: 05-03-2026

**Advertisement for the post of Junior Executive at CSRC IIT Tirupati**

The Centre for Sponsored Research and Consultancy (CSRC) at the Indian Institute of Technology Tirupati (IITT) invites applications for the position of Junior Executive. This is a temporary position on a need basis.

The Centre for Sponsored Research and Consultancy (CSRC) is an established center at the Indian Institute of Technology Tirupati (IITT), created with the objective of providing comprehensive support and services for the effective administration of sponsored research and consultancy projects. The key responsibilities of Junior Executive are as follows.

<b><u>Temporary Position</u></b>	<b><u>Post Name: Junior Executive</u></b>
<b>Essential Qualification</b>	<b>Education:</b> A Bachelor's degree in any discipline from a recognized Institute or University. A minimum of <b>60% marks</b> (or equivalent CGPA).  Relaxation: 1) 5.5 CGPA or 55% for SC/ST/PWD  <b>Experience:</b> minimum 1 year of admin experience in Academic institute/ Govt / Autonomous/PSU.
<b>Desirable Experience &amp; Skills:</b>	<b>Preference:</b> Candidates with at least 1 year of experience in the procurement of goods, purchase procedures, supply chain management, or customs clearance.  <b>Technical Skills:</b> Proficiency in Computer Operations (MS Office, etc.).  <b>Administrative Skills:</b> Strong skills in noting and drafting official correspondence.
<b>Key Responsibilities</b>	Responsible for procurement of goods and services for project activities with minimum lead time. She/he should be familiar with Import-Export procedure.  Implementation of purchase procedures like e-tendering, GeM Online bidding, other latest norms of government pertaining to procurement, and preferential purchase policy and General Financial Rules (GFR), Manual of procurement for goods, works & consultancy and other services.

	Working in ERP purchase environment to facilitate the change in purchase process/ workflow.
<b>Project No.</b>	MEE2223001SRCODEAN (CSRC Overhead)
<b>No. of Positions</b>	02
<b>Consolidated Monthly Salary</b>	Rs. 25,000/- per month (consolidated). Higher pay will be considered based on experience and expertise of the candidate
<b>Tenure of Assignment</b>	Initially for ONE year, However, depending on the requirement, it can be renewed after the term expires. The extension is purely at the discretion of the Institute.
<b>Age Limit</b>	Not more than 45 years since the last date of advertisement. (The upper age limit may be relaxed for exceptionally good candidates based on the committee's decision)
<b>Selection Process</b>	Shortlisted candidates will be invited for a selection process
<b>Application Last date</b>	20-03-2026
<b>Application Link</b>	<a href="https://forms.gle/ZQjMVTCsGwnnCe9u5">https://forms.gle/ZQjMVTCsGwnnCe9u5</a>

Eligible candidates are required to submit a detailed CV specifying their qualifications and experience, accompanied by scanned copies of experience certificates and marksheets from Class X onwards.

Please note that only shortlisted candidates will be notified via email regarding the selection process; no TA/DA shall be paid for appearing in the same. For any queries, please contact the office at [csrc\\_recruitment@iittp.ac.in](mailto:csrc_recruitment@iittp.ac.in).

IIT Tirupati reserves the right to discontinue the position with one month's notice.

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