Indian Institute of Information Technology Sri City, Chittoor

Reference No: IIITS/2021/Staff/10/MS-Intern/01

Opening Date: October 06, 2021   **Closing Date: October 27, 2021**

Position: MULTI-SKILLED INTERN (MSI) ON CONTRACT BASIS

Job Description:

IIIT Sri City is looking for highly motivated post graduates to provide administrative support for effective functioning of its day-to-day operations. The potential candidates will be assigned a wide range of important duties in the following areas:

i) Finance and Accounts
ii) Academic Administration
iii) General Administration including Establishment
iv) Hostel Administration

Qualification & Experience:

- **Junior MSI-** Fresh MBA/MCA graduates from reputed Institute/University.
- **Senior MSI-** MBA/MCA graduates from reputed Institute/University with minimum of 2 years of relevant experience.
- Excellent analytical and comprehension skills
- Excellent verbal and written English language and communication skills.
- Proficient in Microsoft applications and Google Suite based applications.
- Attention to detail, ability to multi-task and good team playing skills.

Desirable Skills:

1. Good working knowledge of Excel sheets, writing formal letters and reports, Presentations and related skill set.
2. Familiarity/ hands on exposure of software tools for day to day activities in Academics, Finance & Accounts and other Administration departments.
3. Familiar with Tally, Statutory payments like GST, TDS, EPF and NPS, Reconciliation of Accounts, BRS, Review of Financials and budgets, Internal and Statutory Audits etc.
4. Understanding of civil infrastructure, maintenance and repair works
5. Familiar with GFR Rules, GeM portal, Establishment Rules etc.

Nature of appointment : Purely temporary and no guarantee for regular appointment

Type of role   :   Internship for a period of 11 months (extendable based on performance and the requirement of the Institute)

Location   :   Sri City, AP

Compensation   :   Senior Multi-skilled Intern - Rs.23,000/-
                          Junior Multiskilled Intern - Rs. 20,000/-

Start Date   :   Immediate

How To Apply:

Candidates possessing the requisite qualification and experience should fill up the application form in the format enclosed. Duly filled in Application Form (Downloadable)along with supporting documents and passport size photograph should be submitted via email to careers.staff@iiits.in. Call letters will be sent through e-mail to the candidates shortlisted for the selection process. Candidates called for the selection process will be required to attend at their own expenses.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.

2. The Institute reserves the right to hold a written test /skill test /interview as the case may be to select candidates for these positions.

3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.

4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."

5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.

6. In case of any advertent mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.

7. Candidates shall have to produce original documents for verification at the time of appearing in the selection process.

8. In case of any dispute /ambiguity /confusion that may occur in the process of selection, the decision of the institute shall be final.

9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

About IIIT Sri City, Chittoor : For details please log on to www.iiits.ac.in

Sd/-

Registrar In-charge