

## Advertisement for the Post of Assistant General Manager Operations

### About the Company

Indian Institute of Technology Tirupati (IITT) has established the IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF) to facilitate the Technology Innovation Hub (TIH) on Positioning and Precision Technologies (PPT) approved by National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) and coordinated by the Department of Science & Technology (DST), Government of India. The Hub has been registered as a Section 8 Company under Companies Act 1956. The Company will be initially supported by the DST for five years, following which it should generate its revenue to continue with its functions. The Company aims to create a strong foundation and a seamless ecosystem to promote knowledge generation, translation research, technology and product development, human resource development, innovation & commercialization standards and international collaborations in PPT.

### About IIT Tirupati

IIT Tirupati is one of the twenty-three IITs created by an Act of Parliament as Institutes of national importance. Our objective is to nurture scientists and technologists of the highest caliber who would engage in research, design, and development to help build India towards self-reliance in her technological needs. IITT started functioning in 2015 and is amongst the youngest premier institutes in the nation. Since its inception, IITT has engaged in providing meaningful education in engineering and science while conducting original research of the highest standard. The Institute boasts of a sprawling 548-acre campus with a dedicated 19-acre space earmarked to establish Research Park and Innovation Hubs.

### Job Description

Position	Assistant General Manager - Operations
Company	IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF)
Location	IIT Tirupati, Yerpedu Post, Tirupati District, A.P. - 517619
Scope of the job	AGM- Operation will be responsible for the following: <ul style="list-style-type: none"><li>• Overseeing the daily operations, finance, human resources, infrastructure development including office space and IT.</li><li>• Ensures all operational processes are running smoothly and efficiently to meet the company's goals and objectives.</li><li>• Provides leadership, guidance, and support to the staff while leading change initiatives and strategic planning</li><li>• Develop operational strategies to achieve operational goals</li></ul>

	<ul style="list-style-type: none"> <li>● Oversee budgeting processes including budget preparation and monitoring</li> <li>● Monitor financial performance metrics such as income statements, balance sheets, cash flows, analysis of variances</li> <li>● Analyze reports for trends and improvement opportunities</li> <li>● Oversee human resources activities including recruitment, training &amp; development, payroll &amp; benefits administration, employee relations &amp; engagement</li> <li>● Monitor the information technology section in deploying efficient solutions for data management (website,Softwares,etc) and system integration (Hardware and Networking)</li> <li>● Ensure compliance with legal regulations regarding operations</li> <li>● Create &amp; maintain policies &amp; procedures for all departments</li> <li>● Establish &amp; monitor performance metrics for all departments</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>● First Class Degree: MBA Finance/HR from recognized universities/institute of repute with a good track record</li> </ul>
Experience	Minimum of 10 years of experience in the relevant fields
Requirement	<ul style="list-style-type: none"> <li>● Excellent written and verbal communication skills</li> <li>● Excellent command on frequently used computer software and programs, such as Microsoft Office Word, Powerpoint, Excel</li> <li>● Time-management skills</li> <li>● Ability to pay attention to detail</li> <li>● Organization skills</li> <li>● Ability to multitask</li> <li>● Interpersonal skills</li> </ul>
Compensation	Gross Salary Rs.65000.00 – Rs.85000.00 P.M.
Tenure	Initially Two years (Renewable based on annual performance/ appraisal).
Age	less than 50 years.
Termination	It is a temporary position, and the employee's service shall be liable to disengage during the tenure at any time by notice in writing given either by the employee to the Appointing



	Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. The Company may withdraw, modify or discontinue any position at any time with the BOD's approval.
Last date	On or before 7th Aug 2023
<p>To Apply : <a href="https://forms.gle/yb2WaoJUhJV2jgdc7">https://forms.gle/yb2WaoJUhJV2jgdc7</a></p> <ul style="list-style-type: none"><li>• Shortlisted candidates will be informed through email for the interviews. TA/DA will be given to the candidates if called for the interview at IIT Tirupati (2AC fare or actual Road fare)</li><li>• The candidate is also required to bring the original certificates and supporting documents for verification at the time of interviews.</li></ul> <p><b>IITNiF reserves the right to change the cut-off qualifications and experience for calling the candidates for an interview.</b></p> <p><b>For any queries, please write to <a href="mailto:recruitment@iitnif.com">recruitment@iitnif.com</a>.</b></p>	