

## **Advertisement for the Position of Program Manager - CSED**

The Department of Computer Science and Engineering invites applications from eligible and motivated candidates for the position of **Program Manager**.

### **Position**

#### **Program Manager**

**Number of Positions: 01**

### **Essential Qualification**

- Bachelor's degree in Computer Science and Engineering, Information Technology, or a closely related discipline from a recognized institution.
- Candidates with a Master's / PhD degree and relevant experience in academic administration, technical coordination, laboratory operations, student support, documentation, or project management will be preferred.

### **Desired Skills and Competencies**

- Strong written and verbal communication skills.
- Proficiency in preparing official correspondence, reports, presentations, minutes of meetings, and data sheets.
- Good working knowledge of MS Office/Google Workspace and digital documentation systems.
- Ability to coordinate effectively with faculty, students, staff members, vendors, and institutional offices.
- Familiarity with academic processes, examination support, procurement workflows, accreditation documentation, rankings, and departmental reporting will be an advantage.
- Ability to manage multiple assignments independently, maintain records systematically, and adhere to timelines.

### **Key Responsibilities**

The selected candidate will support the Department in the following areas:

- Providing administrative and operational support to the Head of Department and faculty members.
- Coordinating departmental academic activities, project semester-related processes, student support, and query resolution.
- Assisting with procurement-related activities, including indents, follow-up, documentation, receipt of items, and coordination with relevant offices.
- Preparing departmental reports, official correspondence, presentations, notices, minutes of meetings, and data required for academic and administrative purposes.
- Supporting the collection, compilation, and maintenance of data for accreditation, rankings, certifications, annual reports, and statutory requirements, including NBA/NAAC/ABET-related activities.
- Maintaining faculty, student, laboratory, infrastructure, and departmental records.

- Coordinating with Academic Section, HR, Finance, Central Stores, Placement Cell, alumni, employers, and other institutional stakeholders.
- Assisting in grant proposal documentation, project coordination, website updates, and other departmental initiatives.
- Performing any other duties assigned by the Head, Department of Computer Science and Engineering.

### **Terms of Engagement**

The appointment, remuneration, payroll arrangement, and other service conditions shall be governed by the applicable Institute and HR norms.

### **Application Procedure**

Interested candidates may submit their updated CV along with relevant supporting documents (Salary Slip), including educational qualifications (Graduation, Post-graduation) and experience certificates, at <http://tiny.cc/pmcse> on or before **15<sup>th</sup> July 2026**.

Only shortlisted candidates will be contacted for the selection process. The Department reserves the right to modify, defer, or cancel the recruitment process without assigning any reason.