

NITT FOUNDATION - INNOVATION RESEARCH AND ENTREPRENEURSHIP (NITT FIRE)

(A Section 8 Company promoted by NIT Tiruchirappalli)

CIN No: U72100TN2025NPL186064

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F.No. NITTFIRE/R/Administration_Manager/2026/01

Date: 15.05.2026

Engagement of Administration Manager – Research Park WALK-IN INTERVIEW

Eligible candidates are invited for walk-in interview for the contractual position of Administration Manager – Research Park in the NITT Foundation – Innovation Research and Entrepreneurship, a section 8 company promoted by NIT, Tiruchirappalli. The post is purely on **CONTRACTUAL** basis and this post does not confer any right to claim either for subsequent employment or permanent post in future. The initial tenure of the contract appointment is six months and the tenure of the appointment may be extended subject to satisfactory performance of the candidate and necessity for the continued retention.

NOTE: NITT Foundation – Innovation Research and Entrepreneurship (NITT FIRE) is a Section 8 company incorporated under the Companies Act, 2013 and promoted by NIT Tiruchirappalli. NITT FIRE is a separate legal entity from NIT Tiruchirappalli. The present engagement is purely contractual under NITT FIRE and shall not be construed as an appointment or employment under NIT Tiruchirappalli.

The job description and specification of the position is as below:

Post : Administration Manager – Research Park

Vacancy : One (1)

Job description and Specification:

1. Position Summary

The Administration Manager will be responsible for the smooth administrative functioning of the Research Park and will serve as the key coordination point across the institute, the Section-8 company, incubated start-ups, vendors, and government agencies.

The role requires a self-starter who can work independently, maintain strong follow-up discipline, prepare concise meeting notes and action trackers, and ensure timely closure of operational and governance-related tasks.

2. Reporting Relationship

The Administration Manager will report to the CEO / Director / COO of the Research Park, or any authority designated by the sponsoring institute and the Section-8 company board.

The role will work closely with institute professors, office bearers of the Section-8 company, founders of start-ups, consultants, vendors, and government officials.

3. Purpose of the Role

The purpose of this position is to provide an efficient administrative backbone for the Research Park by ensuring disciplined coordination, documentation, follow-up, and reporting.

The role is intended to support both routine operations and high-level stakeholder engagement in a professional, time-bound, and confidential manner.

4. Key Roles and Responsibilities

Administrative Management

- Manage day-to-day office administration, correspondence, filing, records, office supplies, visitor coordination, logistics, and workspace readiness.
- Maintain administrative systems, registers, trackers, templates, and standard operating procedures.
- Coordinate housekeeping, security, maintenance, internet, telephony, transport, and other support services.
- Support procurement administration, vendor coordination, inventory records, and asset registers.

Meeting Coordination and Follow-up

- Schedule meetings, circulate agendas, collect background inputs, and prepare briefing materials.
- Attend meetings as required, record key discussion points, decisions, action items, owners, and timelines, and circulate minutes promptly.
- Maintain a live action tracker and ensure systematic follow-up until closure.
- Prepare action-taken reports and pending-issue summaries for leadership review.
- Coordinating the draft proposal for fund raising.

Governance and Institutional Coordination

- Support board, committee, and review meetings through agenda papers, notices, attendance, minutes, and follow-up on resolutions.
- Liaise with institute departments, professors, finance, purchase, legal, audit, and other functions for approvals and clarifications.
- Coordinate administrative and governance documentation relating to the Section-8 company.

Start-up and External Interface

- Act as an administrative coordination point for incubated or affiliated start-ups.
- Facilitate communication among founders, institute faculty, mentors, and external stakeholders.
- Follow up with government departments, regulators, and public agencies for applications, approvals, submissions, and related documentation.

Reporting and Documentation

- Prepare MIS reports, dashboards, summaries, event briefs, and status updates.
- Maintain digital and physical records with proper version control and confidentiality.
- Support documentation required for review meetings, institutional reporting, annual reporting, and other official submissions.

Events and Visits

- Coordinate logistics for meetings, visits, workshops, founder interactions, official events, and special programs.
- Ensure pre-event preparation and post-event documentation and follow-up.

5. Responsibility Matrix

Area	Key Activities	Frequency	Measurable Outputs
1. Office administration	Records, supplies, logistics, visitor support, office readiness	Daily	Timely completion of routine administrative tasks; minimal operational disruption
2. Meeting management	Scheduling, agenda, minutes, circulation	Daily / Weekly	Minutes shared within 1 working day for all meetings
3. Follow-up management	Action tracker, reminders, escalation, closure tracking	Daily	Action items monitored continuously and reviewed for closure
4. Governance support	Committee papers, board support, approvals follow-up	Monthly / As scheduled	No missed governance or review deadlines
5. Stakeholder liaison	Coordination with professors, office bearers, founders, officials	Daily	Prompt response and effective routing of requests

6. Vendor and facility support	Vendor coordination, maintenance, service requests, assets	Weekly / Monthly	Service issues tracked and resolved in a timely manner
7. MIS and reporting	Dashboards, summaries, ATRs, periodic reports	Weekly / Monthly	Reports submitted on schedule with accurate information
8. Events and visits	Planning, logistics, documentation, closure notes	As scheduled	Events supported end-to-end with proper records

ATR = Action Taken Reports

6. Eligibility and Experience

Essential Qualification

- Bachelor's degree in Business Administration, Commerce, Management, Engineering, Public Administration, or a related discipline from a recognized institution.

Desirable Qualification

- Master's degree / MBA / PGDM in Management, Operations, Human Resources, Public Administration, or a related field.

Essential Experience

- Minimum 5 years of relevant post-qualification experience in administration, operations coordination, institutional liaison, incubator / research park / innovation center administration, Section-8 companies, foundations, or similar multi-stakeholder environments.

Desirable Experience

- Experience in academic institutions, incubation centers, start-up ecosystems, funded projects, not-for-profit entities, or government-supported organizations.
- Experience in drafting minutes, preparing action-taken reports, handling confidential correspondence, and coordinating review or board meetings.

7. Required Competencies

- Self-starter with the ability to work independently and complete follow-up without close supervision.
- Strong communication, drafting, note-taking, and summarizing skills.

- High level of professionalism in dealing with professors, founders, board members, and government officials.
- Strong organizational skills, deadline orientation, and record-keeping discipline.
- Discretion, confidentiality, persistence, and sound interpersonal judgment.
- Proficiency in MS Office / Google Workspace, especially Word, Excel, PowerPoint, email drafting, tracker maintenance, and report preparation.

8. Selection Criteria and Process

Selection should focus on educational qualification, relevant experience, communication ability, stakeholder management, drafting capability, and evidence of independent execution in similar environments.

A suitable process may include:

- Screening of applications against qualification and experience requirements.
- Shortlisting based on relevant experience in academic, incubator, innovation, Section-8, or government-linked institutions.
- A written or practical test involving minutes writing, action tracker preparation, email drafting, and administrative prioritization.
- Personal interview to assess maturity, judgment, follow-up discipline, and stakeholder-handling capability.
- Reference verification.

9. Job Specification Snapshot

Item	Requirement
1. Position	Administration Manager
2. Function	Administration, coordination, meeting documentation, governance support, follow-up, stakeholder liaison
3. Location	Research Park promoted by a reputed educational institute in Tiruchirappalli
4. Qualification	Graduate essential; postgraduate qualification desirable
5. Experience	Minimum 5 years in relevant administrative / coordination roles
6. Language	Excellent English & Tamil essential; a third language highly desirable
7. Tools	MS Office / Google Workspace, spreadsheets, email, trackers, presentations
8. Personal Attributes	Self-starter, organized, discreet, persistent, professional

9. Stakeholder Interface	Professors, Section-8 office bearers, start-up founders, vendors, consultants, government officials
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10. Suggested Closing Note for Advertisement / Approval

Applications may be invited from competent professionals who have demonstrated ability to work in a similar institutional or innovation ecosystem and who can independently manage administration, meeting documentation, follow-up systems, and multi-stakeholder coordination with professionalism and discretion.

The candidates shall bring their resume/curriculum vitae (CV) along with the Self-Attested photocopies of the certificates/testimonials etc., should be produced at the time of document verification.

- a) 10th/Matriculation/SSLC Mark sheet
- b) +2/HSC Mark sheet
- c) Consolidated Mark sheet of Degree
- d) Degree certificates, PG/Diploma certificate, Any other applicable certificate
- e) Experience Certificate
- f) ID proof (Aadhaar card/Driving license/passport/PAN card or any Government issued ID with address)

Remuneration:

The consolidated salary for the Administration Manager shall be ₹75,000 per month, inclusive of applicable statutory benefits such as EPF, ESI, etc. Salary is negotiable based on experience and suitability.

Terms and Conditions:

1. The engagement of Administration Manager will be purely contractual and will not confer any right to them to claim the status of a regular employee of the company.
2. The Administration Manager will not be entitled for any other Allowance or Benefits other than the consolidated salary.
3. The Administration Manager will abide by the Company Rules and Regulations governing their engagement.
4. The Administration Manager will safeguard the security and confidentiality of all official matters and secrecy of information coming to their knowledge.

Termination of Engagement:

The Engagement of the Administration Manager will stand automatically terminated on completion of prescribed tenure as specified in the Offer of Engagement. The Engagement can be terminated even earlier, with 01-month Notice in writing from either side.

Selection Criteria: (Certificate Verification and Walk-In Interview)

General Instructions: The applicants should go through all the instructions carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the selection will be purely provisional subject to satisfying the eligibility conditions.

1. Candidates should carefully provide all relevant details including age, educational qualifications, work experience, achievements, and other relevant credentials in their resume / curriculum vitae (CV).

Candidates are encouraged to demonstrate clarity, professionalism, and innovation in presenting their profile. **The resume along with copies of supporting documents shall be sent to “The Director, NITT Foundation - Innovation, Research and Entrepreneurship (NITT FIRE), National Institute of Technology Campus, Tanjore Road, Tiruchirappalli – 620015” so as to reach before 28/05/2026 5 PM, and scanned copies shall also be emailed to rih@nitt.edu.** Candidates shall bring a hard copy of the resume along with original documents and self-attested copies at the time of the walk-in interview. If any information furnished by the candidate is found to be false or incorrect at any stage, the candidature / engagement shall be liable for rejection / termination.

2. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Certificate Verification / Interview.
3. Any experience gained after the minimum qualifying degree will only be taken into consideration.
4. The company reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
5. The company has the right to decide the mode of screening and testing the applicant for short listing and selection.
6. The number of vacancies indicated in the notification is tentative. The company reserves the right not to fill any or all posts advertised and to reject any or all applications without assigning any reason.
7. Candidates must produce original documents at the time of appearing for Certificate Verification / Interview / whenever the same is called for.
8. Eligible candidates shall attend the walk-in interview in person on the specified date.
9. Any dispute with regard to the selection process will be subject to court / tribunal having jurisdiction over Tiruchirappalli.
10. Canvassing in any form/ bringing in any influence, political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
11. The age limit, if any shall be as on the date of Walk-In Interview.
12. Candidates are advised to visit the Institute website, www.nitt.edu periodically for updates regarding the selection process.
13. The company shall retain the applications of the non – shortlisted candidates only for three months after the completion of the selection process.

Key Dates (Tentative):

Sl. No	Details	Date
1	Date of advertisement	15/05/2026
2	Date of Walk-In Interview	01/06/2026
3	Venue	NITT RIH office, Admin block
4	Reporting time	09.30 AM
5	Time of interview	10.30 AM

**Sd/-
Director
NITT FIRE**