

Electronics and ICT Academy, PDPM IIITDM Jabalpur
(An initiative of Ministry of Electronics and Information Technology, Govt. of India) PDPM Indian
Institute of Information Technology, Design & Manufacturing, Jabalpur
(An Institute of National Importance, MHRD, Govt. of India)
Dumna Airport Road, Jabalpur-482005(MP) INDIA

Walk-In-Interview
Business Manager, Finance Executive and IT Executive on contract

July 5, 2019

No: IIITDMJ/E&ICT/2019/04

Electronics and ICT Academy at PDPM IIITDM Jabalpur invites applications from motivated and qualified individuals for following posts as listed below.

Details about the posts:

S.no	Post	No. of post	Essential Qualification, Experience requirement and age limit	Nature of appointment and duration*	Consolidated Salary
1	Business Manager	1 (UR)	Essential: MBA (Finance/ HR) or B.Tech. /B.E. At least 05 years' experience of Finance / HR management/ Marketing, Experience of working on IT/software systems for office works.	Purely on contract and initially for 6 months (may be extended by six months based on the performance and continuation of scheme)	Negotiable (Maximum Rs. 70,000/- per month)
1.	Finance Executive	1 (UR)	Essential: C.A. /M. Com. or equivalent degree with atleast 02 years' experience of finance and accounts. Experience of working in office/finance/accounts automation tools.	Purely on contract and initially for 6 months (may be extended for another year based on the Performance and continuation of scheme)	Negotiable (Maximum Rs. 35,000/- per month)
2.	IT Executive	1(UR)	Essential: B.E. /B.Tech. in Computer Science and Engineering/ IT or similar branch Atleast 02 years' experience of Office automation tools	Purely on contract and initially for 6 months (may be extended for another year based on the Performance and continuation of scheme)	Negotiable (Maximum Rs. 35,000/- per month)

* Appointments will be purely on contract basis and the tenure of the posts is conterminous with the tenure of the E&ICT Academy. Presently the E&ICT Academy project is upto March, 2020.

Important Information for candidates:

1. Candidates should have a good academic record and should possess good communication and soft skills. Fluency in Hindi and English reading, writing and speaking is essential.
2. The posts are purely on consolidated amount basis and no other benefit (such as housing, transportation, etc.) will be provided to the selected candidates.
3. The posts will be filled up on contract basis for a period of 7 months and will be extended if the E&ICT project continues in the financial year 2020-2021.
4. **Candidates will have to report for written test/interview with their detailed bio-data, 2 passport size photos, original and attested photocopies of all the certificates, mark sheets, degrees and testimonials.**
5. The applicant must carry application fees of Rs. 500/- in the form of DD in favour of E&ICT Academy, IIITDM Jabalpur payable at Jabalpur. SC/ST candidates are exempted from the application fees.
6. Persons employed in Government/Semi-Government Organization are required to produce a no-objection certificate at the time of interview. Persons retired from defense or any other central government services will also be considered for appointment.
7. Canvassing in any form will be a disqualification.
8. Applicants are requested to refer the website of Electronics and ICT Academy (ict.iiitdmj.ac.in) from time to time for information updates etc.
9. The Institute reserves the right to fill or not to fill any of the posts advertised.
10. For any information kindly mail at academyiiitdmj@gmail.com.
11. The posts are advertised by E&ICT Academy as a project of PDPM IIITDMJ and not by the Institute. The candidate will have no direct or indirect claim of a regular appointment on the post at PDPM IIITDM Jabalpur.
12. **All interested candidates must register themselves through Online Registration form available on the Academy's website on or before 17.07.2019 (by 0500 pm).**
13. **WALK-in-INTERVIEW to be held on 18th July 2019 from 10AM onwards at PDPM IIITDM Jabalpur. Candidates are expected to report at the Core Lab Complex of the Institute at 9.30 AM on the said date.**

Brief Description of the Job Profile for each of the posts is given below.

Business Manager: The person will be mainly responsible for building relations with higher and technical educational institutions in India for promoting the programmes of E&ICT Academy. He/she will also be responsible for maintaining the finance and accounts of the Academy's funds, human resource management, correspondence and communication with the partner institutions, course coordinators, advertisement and publicity of programmes and events under the Academy. Further, he/she will be responsible for maintaining records related to the Academy, except the records related to IT resources and equipment.

Financial Executive: The person will be taking directions from CEO/Business manager or higher authorities in managing funds and account maintenance, preparation for audit, utilization of funds and related matters. He/she will also be responsible for record keeping of all transactions related to Academy's funds (income, expenditure).

IT Executive: The person will be taking directions from Business Manager, course coordinators or higher authorities for works related to communication and publicity for courses, correspondence with partner institutions, IT assistance to course coordinators, CI, Co-CI. He will also be assisting the coordinators in smooth conduction of courses/programmes.