

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

Vacancy - Project Staff

August 7, 2024
No: IITDMJ/E&ICT- II/2024/01

Electronics and ICT Academy (Phase II) at PDPM IITDM Jabalpur invites applications from motivated, qualified and experienced individuals for the following positions.

Details about the positions

Post	No. of Post(s)	Essential Qualification, Experience requirement and age limit	Nature of appointment and duration*	Consolidated Salary
Managing Associate	1 (UR)	<p>Essential: Master's degree in management/ engineering / technology with at least at least 04 years' experience of HR management/ Marketing in a reputed organization.</p> <p>Experience of working on IT tools and software systems for office works. Basic understanding of finance and accounts.</p> <p>Desirable: Working experience in an educational /training institute</p>	<p>Purely on contract as a project staff, initially for a period of one year.</p> <p>(May be extended for another 4 years based on the performance, and continuation of the project funding)</p>	<p>INR. 55,000/- consolidated, per month with an annual increment of upto 10% based on the performance.</p>
Operations Assistant	2 (UR)	<p>Essential: Bachelor's degree in commerce/computer applications/ engineering/ science/technology /business administration with at least 1 year experience of working in a reputed organization.</p> <p>Experience of working on IT tools and software systems for office works.</p> <p>Desirable: Managing online /virtual meetings on meeting platforms, working experience in finance and accounts in a government \autonomous organization.</p>	<p>Purely on contract as a project staff, initially for a period of one year.</p> <p>(May be extended for another 4 years based on the performance, and continuation of the project funding)</p>	<p>INR. 25,000/- consolidated, per month with an annual increment of up to 10% based on the performance.</p>

* **Appointment will be purely on temporary basis.**

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 is essential, with good writing skills.
2. The salary is 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 for a period of one year and may be extended for another four years, based on the assessment of performance or until the completion of the project whichever is earlier. Discretion on extension of the offer will purely be with the E&ICT Academy (Phase II) of the Institute.
4. The applicant must submit the application form given in the following link and deposit the application fees of Rs. 500/- in favour of PDPM IIITDM Jabalpur payable at Jabalpur. **SC/ST/PwD/Women** candidates are exempted from the application fee.
5. Persons employed in Government/Semi-Government Organizations are required to produce a no-objection certificate at the time of interview. Persons retired from defence or any other central government services will also be considered for appointment.
6. Canvassing in any form will be a disqualification.
7. Applicants are requested to refer the website of Electronics and ICT Academy (ict.iiitdmj.ac.in) from time to time for information updates etc.
8. The Institute reserves the right to fill or not to fill the posts advertised.
9. For any information kindly mail at academy@iiitdmj.ac.in
10. The post is advertised by E&ICT Academy (Phase II) as a project of PDPM IIITDM Jabalpur. The candidate will have no direct or indirect claim of a regular appointment on any post at PDPM IIITDM Jabalpur.
11. **Please fill the application form latest by Tuesday, August 20, 2024 (by 0500 pm) using the following Google form link.**
<https://forms.gle/5mbPHttuA6Gc7M7Q7>
12. **Skill Test/Written Test and INTERVIEW will be held on Friday, September 13, 2024 from 10AM onwards. Shortlisted Candidates will be sent emails, and the list of shortlisted candidates will also be floated on our website.**
13. No correspondence in the matter will be entertained.

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

Managing Associate: 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, preparing monthly technical and financial reports, and other related works of the Academy.

Operations Assistant: The person will be mainly responsible for assisting the Electronics and ICT Academy in its operations, accounts management, and assistance in preparing files for purchase, and payments. He/she will also be responsible for assistance in record keeping, and other related works of the Academy.

**Chief Investigator
E& ICT Academy**