

ADVERTISEMENT FOR WALK-IN INTERVIEW FOR CONTRACTUAL POST UNDER TEQIP-III

Purely Contractual Positions in TEQIP-III Project "Knowledge Incubation for Technical Education under Technical Education Quality Improvement Program of MHRD"

Maximum Duration: 01 Year or till end of project which is earlier.

Post: Technical Officer Cum Manager (01) in TEQIP Office

No of post - 01

Qualification: - Post Graduate Degree in Commerce/Finance/Management/Economics/Science or Graduate Degree in Engineering.

Essential Experience: Minimum 8 Years of relevant experience.

Essential experience in the following areas:

- o Knowledge of Computer Applications like, Microsoft office and Tally.
- o Knowledge of Technical Labs like: Virtual Classroom and Video Conferencing.
- o Knowledge of HTML Language for designing of website.
- o Previous experience in TEQIP & other consistency project.
- o Deep knowledge of GFR (General Finance Rule).
- o Good Communication and drafting skills.
- o Experience in Project Management and Preparing & Maintaining reports.
- o Knowledge of Content development for the website, fund raising documents email campaigning etc.
- o Programming and System Management.

Job Profile:

- The job profile includes administration/ management of sponsored project activities undertaken of the Institute. Participation in management/administration of sponsored projects including large scale collaborative projects and interfacing between faculty and funding agencies, collection/collation of information regarding projects, preparation of reports, utilization certificate/ presentations and organizing technical exhibitions.
- Independent handling of different research threads as allocated and management of the entire events (summer/winter internship, conferences, faculty training programme, short term courses), fund raising and liaising with individuals and faculty from various discipline.
- Document creation along with web from screen design and maintained the TEQIP Website. Technical support for operating and maintaining computers & storage server.
- Any other assignment assigned from time to time by TEQIP Coordinator.

Age Limit: - 35 Years

Salary-50000/-PM

DR. K. ESWARA PRASAD
TEQIP COORDINATOR
BRODINI TII



K. Eswara Prasad
26/2/2020

Post: Office Assistant

No of post - 01

Qualification: Graduate Degree in Commerce/ Finance/Management/Engineering/ Computer Science/IT.

1 Years of relevant experience.

Desirable:

- o Knowledge of Computer Applications like, Microsoft office and Tally.
- o 1 Years of relevant experience.

Age Limit: 30 Years

Salary - Rs 20000/PM-----

Job Profile:

Drafting of technical specifications and technical aspects of procurements. Systematic record keeping of documents, files, office correspondence etc. Handling of all computer system related work and other equipment's and/or any duties assigned by TEQIP Coordinator

Post: Office Attendant

No of post - 01

Qualification: higher secondary

Desirable:

- o Knowledge of Computer and office work.

Age Limit: 30 Years

Salary - Rs 10000/PM

Job Profile:

keeping of documents, files, office correspondence etc. Handling of all computer system related work and other equipment's and/or any duties assigned by TEQIP Coordinator

The following documents (pdf file) must be submit to teqipoffice@iiti.ac.in latest by **10th June 2020**
Latest CV, Self- attested relevant certificates of educational qualification and experience.

Note: Short listed candidates will be informed with an email about the date of interview.

No TA/DA will be paid for attending the Interview.
For any queries please contact teqipoffice@iiti.ac.in.



K. Eswara Prasad
21/6/2020
DR. K. ESWARA PRASAD
TEQIP COORDINATOR
IIT INDORE