



Advt. No. – 39/IITI/IR/2026-27/CNT/01

October 26, 2026

APPLICATION FOR REQUIREMENT OF STAFF FOR INTERNATIONAL RELATIONS

Applications are invited from eligible Indian nationals for the following position on a contractual basis in the International Relations Office at IIT Indore.

Name of the Post – Project Executive – Global Engagement

Department/Center/Division – International Relations Office

No. of Positions - 01 Post

Essential Qualification:

- Master's Degree in any discipline.

Desirable:

- PhD in / Engineering/ Sciences/Management/Law/IPR or any relevant disciplinary or interdisciplinary areas/specialized field as per the need of the Institute.

Essential Experience:

- 6 years of experience in international relations/affairs, out of which at least 3 years should be at the supervisory level or equivalent.

Desirable:

- Experience in handling international affairs, legal matters, Research and Development activities etc.
- Having experience working in Centrally Funded Technical Institutes/Central Govt./Autonomous Bodies/PSUs etc.

Required Skills/Competencies (Technical skills/Functional skills/Soft skills):

- Exposure of Academics, Research and Innovation in Higher Education and Global Engagements/Network.

Nature of Duties:

- Handling and operation of the latest electrical / IT equipment and digital technologies for official purposes.
- Managing global engagement activities and coordination with international institutions/universities.
- Data collection, data mining, and analysis related to international collaborations and global outreach.
- Managing and updating the organization's official website and social media platforms.



भारतीय प्रौद्योगिकी संस्थान इंदौर
खंडवा रोड, इंदौर - 453 552 भारत
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore - 453 552, India

IIT Indore

- Organizing and conducting video conferencing on various platforms (Zoom, MS Teams, Webex, etc.).
- Scheduling, coordinating, and professionally attending international meetings and delegations.
- Drafting and submitting action taken reports and official replies to the Ministry and other government bodies.
- Preparing professional presentations (PPTs), reports, and briefing materials for meetings and conferences.
- Processing and coordinating International MoUs/Agreements with foreign universities and institutions.
- Facilitating bilateral research collaborations and academic partnerships.
- Coordinating international mobility programs (students, faculty, and staff).
- Supporting academic and research exchange initiatives and related documentation.
- Maintaining records, documentation, and compliance related to international engagements.

Salary Range:

The salary will be from ₹ 80,000/- to ₹ 92,000/- per month (Consolidated), depending upon the qualifications and experience of the candidate.

Upper Age Limit: 45 Years.

Duration: Initially for 01 year and may be extendable based on the performance after review.

Place of Posting:

- IIT Indore / Any other

Application deadline : November 10, 2026

Application Link: <https://forms.gle/6DMQP3LR9ezkrK9N7>
