



॥ सा विद्या या विमुक्तये ॥

भारतीय प्रौद्योगिकी संस्थान धारवाड

Indian Institute of Technology Dharwad

## INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

### Advt. No. IITDh/Admin/Rectt. /04/2018-2019

IIT Dharwad is an Institute of National Importance created by an Act of Parliament in 2016. IIT Dharwad has been steadily establishing its operations in its present campus while at the same time, master plan development and construction of permanent campus infrastructure are also in progress. The institute is going to admit third batch of students this year. Simultaneously, the institute is employing bright young and accomplished faculty. A number of unique research and development programs are on the anvil.

To cater to the Institute's requirement for establishing placement cell, industry interface for R&D activities etc., IIT Dharwad is looking for dynamic, experienced and qualified professionals who can grow in line with the institute's exponential growth and create opportunities for growth.

Applications are invited for the following posts at IIT Dharwad:

#### Executive Consultant

Name of the position	No. of positions	Essential Qualifications	Essential Experience	Consolidated emoluments
Executive Consultant	4	First Division MBA/PGDM (considered equivalent to MBA by AIU)/Post-Graduate in CAD/CAM/ME(CAD/CAM) or equivalent from a recognized/ reputed institute. The basic qualification must be at least First Class in B. Tech or First class Post graduation in any subject	<ul style="list-style-type: none"><li>✓ Work experience of minimum five years in similar capacity or in office administration, academic management</li><li>✓ Good knowledge of computer applications and familiarity with office automation software</li><li>✓ Familiarity with internet, e-mail, Skype &amp; IT support services/tools</li><li>✓ Proficient in spoken and written English with good communication skills,</li></ul> The Executive Consultant must possess multitasking skills and should be able to take up a slew of responsibilities and handle diverse activities	Appropriate consolidated emoluments starting from Rs. 40,000/- per month to Rs. 65,000/- pm depending up on the skill sets, experience and performance at the interview

#### Tenure:

The appointment of Executive Consultants, on ad-hoc basis, will be for a period of one year and extendable for a further period of 2 years based on performance.

**Age limit:** Not more than 50 years as on the last date of submission of application.

#### Nature of work duties and assignments:

The Executive Consultant (EC) should possess multi-tasking skills and should be able to take up a slew of responsibilities and handle diverse activities. He/She will be responsible for serving the Board of Governors, the Senate, Building Works Committee (BWC) and other Committees dealt by the Director or concerned Dean by preparing the agenda, administrative management and or academic management matters assigned by the Director or Dean(s) as the case may be, notes and minutes of their meetings; taking necessary follow-up action for implementation of the decisions of BOG/Senate; necessary communication, public relation and developing/establishing interface between IIT and other organizations, industries, etc. for R&D, career

development process for students and other stakeholders, facilitating internships, other fellowships etc., managing various activities of construction of buildings & structures, facilities management, etc. as the case may be; installation of appropriate software for efficient maintenance of office records; devising the requisite MIS/ERP for carrying out the directions of the Director or Dean(s) in regard to all facets of activities of the Institute. The Executive Consultant will report directly to the Director or Dean(s) as the case may be and assist the Reporting Officer in carrying out his responsibilities. The Executive Consultant shall be responsible for all tasks related to the activities of the Institute, as may be assigned to him/her by the Reporting Officer.

### **Executive Assistant**

Name of the position	No. of positions	Essential Qualifications	Essential experience	Consolidated emoluments
Executive Assistant	Five (5)	<ul style="list-style-type: none"> <li>✓ Graduate with 55% marks or equivalent (minimum B.Sc./B.A./B. Com) with experience and knowledge of computer applications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minimum 3 years of experience in office administration, academic management</li> <li>✓ Proficiency in spoken and written English with good communication skills.</li> <li>✓ Familiarity with internet, e-mail, Skype &amp; IT support services/tools</li> </ul>	Rs. 20000/- to 35000/- per month depending up on the skill sets, experience and performance

#### **Tenure:**

The appointment of Executive Assistant(s), on ad-hoc basis, will be for a period of one year and extendable for a further period of 2 years based on performance.

**Age limit:** Not more than 40 years as on the last date of submission of application.

### **Job Description**

#### **Nature of work duties and assignments:**

Multi-tasking involving support in office work to the Director or Dean(s) and Executive Consultants, coordination with the Deans; assistance in academic & technical office management; administration & management, etc.; maintenance and upkeep of official records, maintaining relevant records; compilation of meeting related agenda and minutes; and other related responsibilities as assigned by the Director or Dean(s) of the Institute.

## General Information

1. All posts are temporary (on consolidated salary). Selected candidates shall work at IIT Dharwad and shall not have claim on any regular position and shall not bestow any of the privileges (housing and other benefits) available to regular employees of IIT Dharwad.
2. Application Fees: Persons with Disabilities (PWD) with minimum 40% disability, SC, or ST candidates are exempt from application fee, as per instructions of Government of India. These candidates may write 'Exempt' in this column. All other candidates should tender application fee of Rs.500/- (Rupees five hundred only) payable through bank transactions viz. (NEFT). The UTR number should be provided in the online application. Application fee is non-refundable. The Bank details of IIT Dharwad are:

1. Account Name: IIT Dharwad
2. Bank Name: State Bank of India
3. Branch: IIT POWAI (01109)
4. IFS Code: SBIN0001109
5. Account No.: 00000035636327083

No other mode of payment will be accepted and payment made in any other form stands forfeited.

3. The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for written test.
4. The number of positions is open to change and the institute also reserves the right not to fill any of the advertised positions.
5. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience laid down in the advertisement.
6. The Institute reserves the right to conduct the proficiency test for shortlisting criteria. Final selection will be done on the basis of the performance in the proficiency test.
7. Candidates should provide information in the prescribed format(online) in support of their qualification (matriculation onwards), experience, Date of Birth etc. Originals certificates should be produced at the time of document verification.
8. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with their signature.
9. Persons employed in Government and Semi-Government organization or Educational Institutions in regular capacity must provide a no-objection certificate from their current employer in support of their application.
10. Candidates wanting to apply for more than one post should apply for each post separately.
11. In case of any false information provided by the candidate in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/cancel any offers made/orders issued to the candidates.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
13. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.
14. Candidate should ensure that they have requisite qualification from recognized Board / University / Institute.
15. Canvassing in any form will be a disqualification.
16. No interim correspondence will be entertained.

Candidates possessing the requisite qualification and experience may apply by visiting "<http://iitdh.ac.in/announcements/recruitment.php>". Last date for receipt of the online application is 28<sup>th</sup> July 2018 17.00 P.M.

**Date: 04/07/2018**

**REGISTRAR, IIT DHARWAD**