



# Indian Institute of Technology Jodhpur

## Office of Research and Development

Advt. No.: IITJ/R&D(Advt.)/2024-25/001

02 April 2024

### Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Sponsored Research Project at this Institute. The position is purely temporary, initially for a period of 01 Year, and same extendable but co-terminus with the duration of the project, on a contractual basis with consolidated pay. The requisite qualification, experience and other details are given below:

1.	Project No.	I/SME/20200012
2.	Project Title	SME Development Fund
3.	Name of the Project Investigator	Prof Chhanda Chakraborti (Head, SME)
4.	Duration for initial appointment	01 Year
5.	Name of the Post	Chief Executive Manager
6.	Post	01
7.	Consolidate Pay	Rs. 79,000/- - 1,25,000/-
8.	Minimum Qualification and Experience	<p><u>Eligibility:</u></p> <ol style="list-style-type: none"><li>1. A post graduate degree with at least 55% marks or its equivalent grade (Preference will be given to the MBA degree.</li><li>2. At least 11 years of professional experience in Industry or Institutions of higher education out of which at least 8 years experience in corporate relations &amp; administration</li><li>3. Excellent communication skills and good networking ability.</li></ol> <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none"><li>• Minimum of 2 years' experience in corporate relations/campus placements from IITs, IIMs, NITs or INI accredited institute by Govt of India, will be an added advantage.</li><li>• Experience in working at IITs, IIMs, NITs or Institutions accredited with Institution of National Importance (INI) in corporate relations, placements, administration will be added advantage along with any other additional roles or responsibilities including teaching experience will be added advantage.</li><li>• Having post graduate diploma/degree from abroad will be added advantage.</li><li>• Experience of working in the corporate sector/Industry.</li></ul>

09.	Brief description of Project	Corporate Relations & Campus Placements with any additional responsibility
10.	Job Description	<ul style="list-style-type: none"> <li>• Streamline corporate relations and placement related activities of the MBA students of the SME.</li> <li>• Work as chief spokesperson/ point of contact for the recruiters, leading the interactions and communication, collating feedback and handling escalations from stakeholders</li> <li>• Liaison with alumni network of SME and IIT Jodhpur for strengthening corporate relations.</li> <li>• Assessing the training needs of students for preparation of interviews and group discussions</li> <li>• Managing any purchase or administration related role for placement office</li> <li>• Travel to different cities to visit corporate offices as and when required.</li> <li>• Initiating important strategic activities that maintain relations with alumni and other corporate managers that would aid the career development of students.</li> <li>• Assist Faculty Placement Chair in monitoring and record keeping for use in placement reports, alumni network management etc.</li> <li>• Assist student team in organizing business summits, Industry connect series etc in the campus.</li> <li>• Strong liaison with the student placement team and ensuring the monitoring of all the activities.</li> <li>• Any other duties as assigned by the Faculty Placement Chair or Head of the department for administrative work.</li> </ul>
11.	Maximum Age	50 Years
12.	Age Bar	Age will be calculated on the closing date of the online submission of the application. Relaxation in age for the category candidates only would be admissible as per Central Government Rules. Also kindly enclose the Caste Certificate along with the application.

The candidates possessing the requisite qualification and experience should apply through the **ONLINE process up to 16 April 2024.**

**It is mandatory to send the soft copy of the application with all relevant documents to [recruitment\\_rnd@iitj.ac.in](mailto:recruitment_rnd@iitj.ac.in)** (Please mention the advertisement number in the subject line of the email). **Without documents, your application will not be considered.** There is no need to send the hard copy.

### **General Instructions to Applicant(s)**

1.	The post(s) is purely temporary and contractual for a period of 01 Year and extension based on satisfactory performance, but co-terminus with the duration of the project
2.	Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
3.	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 his signature.

4.	Institute reserves the right to: a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time. b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.
5.	The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
6.	Higher initial pay may be given to exceptionally qualified/deserving candidate.
7.	No TA/DA shall be paid to the candidates for attending the interview.
8.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
9.	Canvassing in any form will be a disqualification.
10.	No interim correspondence will be entertained.
11.	No need to send hard copy.

Officer In-charge  
Research & Development