



# Indian Institute of Technology Jodhpur

## Office of Research and Development

Advt. No.: IITJ/R&D/2020-21/29

22 October 2020

### Project Recruitment

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

1.	Project No.	I/SME/20200012
2.	Project Title	SME Development Fund
3.	Name of the Project Investigator	Prof. Atanu Ghosh
4.	Duration for initial appointment	01 Year
5.	Name of the Post	Senior Project Manager (International Relations)
6.	Post	01
7.	Consolidate Pay(Rs.)	56,000-79,000 *
8.	Minimum Qualification and Experience	<p><u>Eligibility:</u></p> <ul style="list-style-type: none"><li>• A post graduate degree with at least 55% marks or its equivalent grade</li><li>• At least eight years of relevant administrative experience in Institutions of higher education out of which at least 5 years as Assistant Registrar (or equivalent).</li></ul> <p><u>Desirable :</u></p> <ul style="list-style-type: none"><li>• An MBA or equivalent</li><li>• Experience of computer system for information system and retrieval</li><li>• General understanding of education system in management discipline.</li><li>• Experience of working closely with different offices.</li><li>• Having skills to interact with media and press.</li><li>• Experience of marketing with blogging and social media.</li><li>• Creative and innovative approach to communication and branding.</li><li>• Experience with web content management systems.</li><li>• Global experience in the management education sector</li><li>• Exceptional written communications skills.</li><li>• Ability to work on own initiative and as part of a team, and pro-activeness to contribute.</li><li>• Demonstrable experience of communicating with leaders, administrators, academicians.</li><li>• Basic understanding of, and willingness to learn about new technologies and developments in management education.</li><li>• Willingness to work outside normal office hours and to be</li></ul>

		<p>on calls if required during evenings and on weekends.</p> <ul style="list-style-type: none"> <li>• Ability to present to a range of stakeholders at senior level and at events.</li> </ul>
9.	Job Description	<ul style="list-style-type: none"> <li>• Explore possibilities for collaboration on faculty and student programs with international institutions</li> <li>• Identify countries to be targeted for attracting students to MBA &amp; PhD</li> <li>• To do the groundwork and collect all information to build new partnerships with international institutions.</li> <li>• To manage all activities related to travel and accommodation of both incoming and outgoing exchange students</li> <li>• Managing relations /coordination/communication with all the International Management Schools with which SME IITJ has or will have MoUs.</li> <li>• Managing students' (outgoing/incoming) immersion programme, internship, exchange programme, dual/ double degree – communication/coordination for the travel/stay/visa. Keeping track of their academic engagements, getting grades from the universities, credit equivalence and transfers, and related tasks.</li> <li>• Plan a strategy for complete advertising through digital and social media marketing.</li> <li>• Utilizing all mediums of communications like information brochures and other collaterals to increase visibility for intake of foreign nationals at IITJ.</li> <li>• Creating a brief for the campaign to ensure it encompasses all relevant information and show cases the USP of SME IITJ.</li> <li>• Corresponding with embassy officials in India for creating a better eco system for educational exchanges through their top Universities.</li> <li>• Planning and budgeting of each activity undertaken for the purpose of student and faculty acquisition.</li> <li>• Identifying fruitful International conferences where our PhD students can enhance their quality of research and Increase global linkages.</li> <li>• Supporting and organizing visits of foreign faculty for short term courses and talks to increase the internalization of SME</li> <li>• Extend all logistics support to visiting international students or delegations (student or faculty) either for study, teaching, collaboration or global immersion.</li> <li>• Coordinating and organizing all communication between IITJ Administration and the SME.</li> </ul>
10	Age	Less than 45 years

The candidates possessing the requisite qualification and experience should apply through the ONLINE process up to **05 November 2020**. The candidates are advised to send a soft copy of the application with all relevant documents to [office\\_rnd@iitj.ac.in](mailto:office_rnd@iitj.ac.in) (*Please mention the advertisement number in the subject line of the email*). *No need to send a hard copy.*

**\* Please note:- if the committee found the candidate is eligible for increment that may be processed as per the recommendation of the committee.**

### **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.	The Institute reserves the right to: (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not filling any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.
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.	No TA/DA shall be paid to the candidates for attending the interview.
7.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
8.	Canvassing in any form will be a disqualification.
9.	No interim correspondence will be entertained.
10.	No need to send hard copy.

Officer In-charge  
Research & Development