

Career Development Centre (CDC) IIT (ISM) Dhanbad – 826004
Indian Institute of Technology (ISM) Dhanbad, Jharkhand-826004

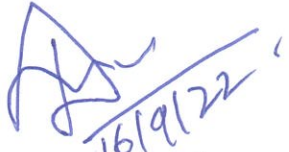
No.: CDC/Rect/AE/22-23/1

Dated: 16/09/2022

**ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE
EXECUTIVE (CONTRACT- ENGAGEMENT)**

Career Development Centre, at the Indian Institute of Technology (Indian School of Mines) Dhanbad is looking for young dynamic professionals for the following contractual engagement for a period of 2 years which is extendable upto 5 years. The details of the post are as under:

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|---------------------------------|---|
| Engagement Position | ADMINISTRATIVE EXECUTIVE (CONTRACT-ENGAGEMENT) |
| Number of Position(s) | 02 (two) |
| Workplace/ Institute | CDC, IIT (ISM) Dhanbad |
| Tenure | Initially for a period of 2-years (Renewable/extendable based on annual performance) |
| Job Description | <ul style="list-style-type: none">▪ CDC mailbox management▪ Student Registration and Verification in CDC Platform▪ Call management and maintainance of logbook▪ Campus hiring invitation and follow-up▪ End to end all process coordination with companies and students related to placement▪ All internal communication and reporting▪ Act as a power user for CDC Portal and automation platform▪ Software management –software like office (Mainly MS WORD and EXCEL), photoshop, Campus Hiring Management Software▪ Maintain an organized filing system of paper and electronic documents of company and student database.▪ Uphold a strict level of confidentiality.▪ Develop and sustain a level of professionalism among staffs. |
| Essential Qualifications | <ul style="list-style-type: none">▪ Bachelor's degree in any discipline▪ Strong oral and written English language skill (Must qualify written test)▪ Advanced Microsoft Office skills (Must qualify written test)▪ Working knowledge in Hindi language |
| Desirable Qualifications | <ul style="list-style-type: none">▪ Experience of Office Administration or other similar positions. |
| Age limit | 35 years |
| Salary | Rs. 30,000/- per month (consolidated) |
| How to Apply | Application should be sent to the following email: piccdc@iitism.ac.in |
| Last Date | 24th October, 2022 (Monday) |


16/9/22

(PIC ,CDC, IIT(ISM) Dhanbad)

GENERAL INSTRUCTIONS TO THE CANDIDATES

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| 1. | <p>(a) The CDC reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfillment of essential qualifications per-se does not entitle a candidate to be called for selection process. Desirable qualifications shall also be taken into account for scrutiny of applications.</p> <p>(c) The CDC reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p> <p>(d) The advertised positions are purely temporary and co-terminus with the completion of one/ two placement sessions; however continuation of the person in CDC is subjected to his/her satisfactory performance. The selected candidates cannot claim for appointment against any regular positions in CDC or the Institute.</p> <p>(e) The Institute reserves its right to terminate the contractual engagement by giving one month notice in lieu thereof without assigning any reason.</p> <p>(f) Leave is not a matter of right. However, they may be allowed Leave of 2.5 days for each completed calendar month. The leave, if not availed by 31st December in the year will not be carried forward to next year and will lapse. They will not be entitled for payment of any cash equivalent in lieu of leave not availed.</p> <p>(g) They will not be entitled for any medical facility/ accommodation or any other type of allowance. However, annual increment @ 3% on the consolidated remuneration may be admissible if the contract is extended beyond one year.</p> <p>(h) They may apply for termination of their contractual engagement on one months' notice. However, their relieving will be subject to condition that the work being undertaken by them does not get hampered and an alternative arrangement has been made by the CDC prior to his/her relieving.</p> <p>(i) The CDC reserves the right to impose any other reasonable conditions to safeguard the interests of the Centre.</p> |
| 2. | The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc. |
| 3. | The CDC reserves the right to assign the selected candidates to any other office if needed. |
| 4. | The shortlisted candidates will be called for Selection Process. |
| 5. | No TA/DA will be admissible for appearing in the selection process. |
| 6. | The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews. |
| 7. | <p>Prospective candidates are required to submit a copy of their detailed biodata enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc. through email piccdc@iitism.ac.in within the due date.</p> <p>Shortlisted candidates will be informed through email for the further selection process.</p> <p>Notes:</p> <p>i) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process.</p> <p>iii) CDC reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p> |
| 8. | Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only. |