



POSITION FOR YOUNG PROFESSIONAL (Supporting Staff)

CIL Innovation & Incubation Centre (CII Centre) has been setup at IIT (ISM) Dhanbad under flagship program - Atal Innovation Mission (AIM) with financial support over a period of 5 years to engage the community at large in innovation and entrepreneurial activities in the core business area of Coal India Limited.

The key objective of CII Centre is to nurture early innovators to ideate in the domain of Technology Innovation and Community Skill Development and promoting economically viable start-ups through pre-incubation and incubation.

CII is looking for a dynamic **‘YOUNG PROFESSIONAL (Supporting Staff)’** to lead the centre and implement the objectives in a time bound manner. The details of the post are as under:

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| Position | YOUNG PROFESSIONAL (Supporting Staff) |
| Number of Position(s) | 01 |
| Tenure of Post | Initially for a period of 1 years (Renewable based on annual performance) |
| Job Description | <ul style="list-style-type: none"> • Act as the point of contact among executives, employees, clients and other external partners • Manage information flow in a timely and accurate manner • Manage executives’ calendars and set up meetings • Make travel and accommodation arrangements • Rack daily expenses and prepare weekly, monthly or quarterly reports • Oversee the performance of other clerical staff • Take minutes during meetings • Organize and maintain the office filing system |
| Essential Qualification | Graduate in any discipline from a recognized university with at least 55% marks in qualifying degree |
| Essential Profile | <ul style="list-style-type: none"> • Proven experience of at least 2 years as a supporting staff or other similar position • Work experience as an assistant, executive or similar role • Excellent MS Office knowledge • Outstanding organizational and time management skills • Familiarity with office gadgets and applications (e.g. e-calendars and copy machines) • Excellent verbal and written communications skills • Discretion and confidentiality |
| Age limit | Preferably less than 35 years |
| Salary | Consolidated pay of Rs. 20,000/- per month |
| Method of Recruitment | Online / Offline |
| E-mail | Send your details at cii@iitism.ac.in |
| Last Date & Time | Nov 08, 2022, 5:00 P.M.. |



GENERAL INSTRUCTIONS TO THE CANDIDATES

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| 1. | <ul style="list-style-type: none">• The CII Centre reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.• Fulfillment of 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.• The CII Centre 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.• The advertised positions are purely temporary and co-terminus with the completion of the tenure of the project however continuation of the person in the project is subjected to his/her satisfactory performance. For further details, candidates may contact through email: cii@iitism.ac.in. The selected candidates cannot claim for appointment against any regular positions in the CII Centre or the Institute.• The engagement will be subject to their medical fitness and Police Verification.• The Institute reserves its right to terminate the contractual engagement by giving one month notice or one month's remuneration in lieu thereof without assigning any reason.• 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.• 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.• They may apply for termination of their contractual engagement on two 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 CII Centre prior to his/her relieving.• The CII Centre reserves the right to impose any other reasonable conditions to safeguard the interests of the Centre. |
| 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 CII Centre reserves the right to assign/ transfer the selected candidates to any of its units. |
| 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. |