



NVCTI, IIT (ISM) DHANBAD

**NARESH VASHISHT CENTRE FOR TINKERING AND INNOVATION**  
**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD,**

**JHARKHAND, INDIA 826004**

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**Date: 25 January 2023**

Naresh Vashisht Centre for Tinkering and Innovation (NVCTI), IIT(ISM) Dhanbad established in 2019 is mandated to build a positive innovation ecosystem and to provide a state of art workspace to transform ideas into products leading to successful entrepreneurship.

NVCTI is looking for a dynamic '**Executive Officer**' to lead the centre and implement the objectives in a time-bound manner. The details of the post are as under:

<b>Position</b>	Executive Officer (EO)
<b>Number of Position(s)</b>	01
<b>Tenure of Post</b>	Initially for a period of 2 years (extendable upto one year based on performance)
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Implementation of various schemes in accordance with the NVCTI objectives in consultation with the higher authorities.</li><li>• Building and nurturing an innovation ecosystem.</li><li>• Planning, monitoring and executing overall events related to innovation, boot camps, hackathons, workshops etc.</li><li>• Monitoring the activities and maintaining the performance record.</li><li>• Proper maintenance of all lab assets of NVCTI.</li><li>• Any other job assigned by the competent/reporting authority.</li></ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• First Class Bachelor's degree in Engineering/Technology with a minimum of 3 years of experience in innovation and entrepreneurship.</li></ul>
<b>Desirable Profile</b>	<ul style="list-style-type: none"><li>• Good understanding of the Industry-Academia ecosystem.</li><li>• Effective communication, interdisciplinary skills, Collaboration /Partnership, Organizational Development, and Planning.</li><li>• Commanding respect, and ability to interact comfortably with eminent and senior academicians, professionals, students, collaborators, and other stakeholders.</li><li>• Should be willing to travel extensively.</li></ul>
<b>Age Limit</b>	Preferably less than 40 years.
<b>Salary</b>	Consolidated pay of Rs. 9.6L- 12L per annum.
<b>Method of Recruitment</b>	Online / Offline
<b>E-mail</b>	Send your details at <a href="mailto:nvcti@iitism.ac.in">nvcti@iitism.ac.in</a>
<b>Last Date &amp; Time</b>	15 days from the day of the advertisement, 5:00 P.M.
	<ul style="list-style-type: none"><li>• 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 <a href="mailto:nvcti@iitism.ac.in">nvcti@iitism.ac.in</a> within the due date.</li><li>• Shortlisted candidates will be informed through email for the interviews. No TA/DA will be given.</li><li>• The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.</li><li>• The Posts are purely temporary and co-terminus with the completion of the tenure of the project however continuation of the person in the project is subject to his/her satisfactory performance.</li><li>• For further details, candidates may contact through email: <a href="mailto:nvcti@iitism.ac.in">nvcti@iitism.ac.in</a>.</li></ul>