



TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION (TexMin)

Indian Institute of Technology (Indian School of Mines), Dhanbad

POSITION FOR EXECUTIVE ASSISTANT

Indian Institute of Technology (Indian School of Mines), Dhanbad [IIT (ISM) Dhanbad] has been entrusted for the establishment of a mining technology innovation hub under the National Mission for Interdisciplinary Cyber-Physical Systems (NMICPS). As mandated under the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) by Department of Science and Technology (DST), Govt. of India, Technology Innovation Hub (TIH) at IIT (ISM) is aimed at becoming the nodal center heading the innovation activities in Exploration and Mining.

In order to carry out the activities of TIH, a section 8 SPV has been established in the name of TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION (TexMin Foundation) at IIT (ISM). The section 8 company will work as an umbrella body to nurture and promote the objectives and activities of TIH in Mining in the framework of NM-ICPS, DST, GoI. TexMin Foundation is financially supported by DST, GoI for a period of five years. The company will be governed by its board of directors. The day-to-day activities of the company will be looked after by a full-time CEO.

TexMin Foundation at IIT (ISM) Dhanbad is looking for an Executive Assistant in the company to handle day-to-day activities of the company in line with the TIH mandates. The details of the post are as under:

Position	Executive Assistant
Number of Position (s)	01
Company	TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION
Sponsoring Agency	DST, GoI
Tenure of Post	Initially for a period of 3 years (Renewable based on annual performance)
Job Description	<ul style="list-style-type: none">• We are looking for a competent Executive Assistant to perform various tasks to support TIH Activities such as project management, accounting, PFMS, online procurement, reporting etc.• An effective executive assistant should have the ability to work diligently to help maintain smooth office operations. You must be reliable and hardworking with computer skills. The ideal candidate will also be familiar with office automation, ERP, e-procurement and PFMS.
Responsibility	<ul style="list-style-type: none">• Maintain procurement process so they remain updated and easily accessible.• Undertake basic bookkeeping tasks and issue invoices, checks etc.• Take minutes of meetings and dictations.• Assist in office management and organization procedures.• Monitor stocks of office supplies and report when there are shortages.
Essential Qualification	<ul style="list-style-type: none">• Graduate in Commerce/Economics from recognized Institute, and• Diploma/PG Diploma in IT/Computer Applications
Desirable Experience	<ul style="list-style-type: none">• Proven experience of at least 10 years as office Assistance or other similar positions• Experience in handling e- procurement and online accounting system including PFMS• Very good knowledge of MS Office• Very good organizational and multi-tasking abilities
Maximum Age limit	50 years

Salary	Rs. 30,000/- per month plus 5% increment per year (consolidated)
Method of Recruitment	Online / Offline
Apply to	TEXMIN Foundation
E-mail	Send your Resume at texmin@iitism.ac.in
Last Date & Time	March 31, 2021, 5:00 P.M.

- *No TA/DA will be paid to the shortlisted applicants called for the interview/skill tests. 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 texmin@iitism.ac.in within the due date.*
- *The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.*
- *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 subjected to his/her satisfactory performance.*
- *For further details candidates may contact Mr. Rajen Dasgupta, Innovation Manager, Technology Innovation in Exploration and Mining Foundation, IIT (ISM), Dhanbad, through email: texmin@iitism.ac.in.*