



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ)

Indian Institute of Technology (Indian School of Mines),
Dhanbad धनबाद - 826004 (झारखंड), भारत

Dhanbad – 826 004 (Jharkhand),
India

No. 411002/4/2022-NFR

Dated: 22 February, 2022

ADVERTISEMENT FOR THE POSITION OF MANAGER (MEDIA & BRANDING)
(ON CONTRACT)

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 2 yr. M.B.A., 2 yr. M.Tech., full time, part time and external Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website www.iitism.ac.in.

Indian Institute of Technology (Indian School of Mines), Dhanbad is looking for the position of Manager (Media & Branding) [on contract]. The details of the post are as under:

Position	Manager (Media & Branding) [On contract]
Number of Position (s)	01
Organisation	IIT (ISM), Dhanbad
Tenure of Post	Initially for a period of 1 years (Renewable up to three years based on satisfactory performance evaluated annually)
Job Profile	To communicate with <ul style="list-style-type: none">• outside media, highlight the achievements of the institute,• reinforce the brand of IIT (ISM);• prepare press releases and supplementary materials for the institute and also update the achievements, and• Update developments of the institute on official social media platforms as and when required.
Essential Qualification	PG in any discipline (with minimum 55%) and PG Diploma in Journalism and Mass Communication
Essential Experience	<ul style="list-style-type: none">• At least 10 years of working experience in mainline National English dailies/News Channels• Preference will be given to the candidate having rich experience in covering technical education sectors with the reporting experience in Jharkhand region.

Desirable	Good command over English language; fluency in English (written and spoken). Candidate should be able to handle social media platforms to update about the institute's achievements and recent developments.
Maximum Age limit	50 years
Salary	Rs. 50,000/- per month (consolidated)
Apply to	Media and Branding (M&B), IIT (ISM) Dhanbad
E-mail	Send your Resume at dmbc@iitism.ac.in
Last Date & Time	March 20, 2022, 5:00 P.M.

General Terms and Contitions

1.	<p>a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>b) Fulfilment of qualifications per-se does not entitle a candidate to be called for selection process.</p> <p>c) The Institute 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 position of Manager (Media & Branding) (on Contract) is purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular positions in the Institute.</p> <p>e) The engagement of Manager (Media & Branding) will be subject to her/his Police verification.</p> <p>f) The Institute reserves its right to terminate the contractual engagement of the Manager (Media & Branding) (on Contract) by giving one-month notice or one month's remuneration in lieu thereof without assigning any reason.</p> <p>g) Leave is not a matter of right. However, Manager (Media & Branding) (on Contract) may be allowed 2.5 days leave per/every calendar months of service (Monthly accrual basis and Maximum 30 days in a year). No leave encashment or carry forward will be permissible on the termination of contract/renewal of the contact.</p> <p>h) The Manager (Media & Branding) (on Contract) will not be entitled for any medical facility/ accommodation or any other type of allowance. However, an annual increment @3% on the consolidated remuneration may be admissible.</p> <p>i) Manager (Media & Branding) (on Contract) may apply for termination of contractual engagement on two months' notice. However, relieving will be subject to condition that the work being undertaken by her/him does not get hampered and an alternative arrangement has been made by the Institute prior to her/his relieving.</p> <p>j) The Institute reserves the right to impose any other reasonable conditions to safeguard the interests of the Institute.</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 Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and engagements will be offered accordingly.
4.	The shortlisted candidates may be called for the selection process.
5.	No TA/DA shall be admissible for appearing in the selection process.
6.	Recruitment Fee and mode of payment : Nil

7.	<p>i) 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 dmbc@iitism.ac.in within the due date.</p> <p>ii) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>iii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process.</p> <p>iv) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>v) 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> <p>vi) The candidates will be required to bring the original certificates and supporting documents for verification at the time of interview.</p>
8.	<p>Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.</p>

Registrar