COAL INDIA INNOVATION & INCUBATION CENTRE
Indian Institute of Technology (ISM) Dhanbad

Coal India Innovation & Incubation Centre
Indian Institute of Technology (ISM) Dhanbad
Add: 4th Floor, CRE Building, IIT (ISM) Dhanbad
Jharkhand - 826004

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POSITION FOR OFFICE ASSISTANT

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 **'Office Assistant'** to lead the centre and implement the objectives in a time bound manner. The details of the post are as under:

Position	**Office Assistant**
Number of Position(s)	01
Tenure of Post	Initially for a period of 1 years (Renewable based on annual performance)
Job Description	• Maintain files and records so they remain updated and easily accessible. • Undertake basic book-keeping 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. • Perform other office duties as assigned. • Handling online/offline tenders/bidding
Essential Qualification	Graduate in any discipline from a recognized university with at least 55% marks in qualifying degree.
Essential Experience	• **Proven experience of at least 05 years** as an office assistant or other similar position. • Familiarity with office procedures and noting, drafting etc. • Sound knowledge of GST. • Very good knowledge of MS Office and Tally, Ledger, Voucher. • Very good organizational and multi-tasking abilities.
Age limit	Preferably less than 40 years
Salary	Consolidated pay of Rs. 25,000/- per month
Method of Recruitment	Online / Offline
E-mail	Send your details at **cii@iitism.ac.in**
Last Date & Time	**March 15, 2022, 5:00 P.M.**

- *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 cii@iitism.ac.in within the due date.*
- *Shortlisted candidates will be informed through email for the interviews. No TA/DA will be admissible.*
- *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 through* ***email: cii@iitism.ac.in***

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