



Indian Institute of Technology (ISM) Dhanbad
Office of the Dean (Research & Development)

Sanction No and Date: CIL/CP/2024/2481 07.06.2024	IIT (ISM) Project No. CIL(COE)/2024-25/06/TEXMiN	Date: 03.06.2025
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CoE Office Assistant position under (IMiN CoE) Project

Applications are invited under the sponsored project. The details of the project are as follows:

Position	Office Assistant
Number of Position (s)	02 (two)
Title of The Project	IMiN – Centre of Excellence for Mining 4.0 at TEXMiN at IIT (ISM) Dhanbad
Principal Investigator	Prof. Dheeraj Kumar
Tenure of Project & Duration of Position	<ul style="list-style-type: none">• Project duration is 5 years (may be reduced/extended as applicable).• The Accounts Executive position is a tenure-track position to be initially appointed for one year and renewed on an annual basis based on the satisfactory performance of the candidate.
Job Description	<ul style="list-style-type: none">• Maintain files and records 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.• 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 the qualifying degree.
Essential Experience	<ul style="list-style-type: none">• Proven experience of at least 05 years as an office assistant or other similar position, preferably in a similar CoE/institute or organization of repute.• 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 and Relaxation (if any)	Preferably less than 40 years
Fellowship /Salary	Consolidated pay of Rs. 35k per month with 3-10% annual increment based on performance.
Last Date	17th June 2025
<ul style="list-style-type: none"> • Candidates are requested to apply along with a recent updated CV through e-mail (texmin@iitism.ac.in) with a subject line: “Application for the position of Office Assistant”. • Shortlisted candidates will be informed of the date of the interview. Mere possession of the minimum qualification does not guarantee an invitation to the interview. Candidates will be shortlisted based on their merit and as per the requirements of the project. All candidates should make their own arrangements for their stay at Dhanbad, if required. No TA/DA will be paid to attend the interview. 	