



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

Office of Dean (Research & Development)

IIT (ISM) Project No.: MHRD(FDC)/2015-16/438/INST

Date: 09.04.2025

Project Assistant under Malaviya Mission Teacher Training Programme (MMTTP)

Position	Project Assistant (on contract)
Number of Position(s)	O1 (ONE)
Principal Investigator	Prof. Mrinalini Pandey , Coordinator, Malaviya Mission Teacher Training Centre, IIT(ISM) Dhanbad.
Tenure of contract	The position is temporary and co-terminus with the Project. Engagement will be initially until 31 st March 2026, which may be extended as per need, up to a maximum of 24 months, subject to the satisfactory performance of the selected applicant, which will be reviewed on a regular basis.
Essential Qualifications	<ul style="list-style-type: none">• Postgraduate in any stream with a minimum of 55% marks from AICTE/UGC/AIU recognized University /Institute.• 3-5 years of Teaching or Research Experience from any Reputed Institutions.
Desirable Qualifications	Candidates with relevant experience will be preferred.
Age Limit & Relaxation	Maximum Age: 35 years on the last date of submission of applications. (Relaxation of maximum age will be in accordance with the GoI's norms, which are: OBC- 3 Years, SC/ST – 5 years, PwD – 5 Years) (Note - No age relaxation on account of Female category)
Remuneration	Rs.35,000/- per month (The monthly remuneration will be fixed for the entire period of engagement. No other facility, allowance, etc. shall be admissible.)
Job Description	<ul style="list-style-type: none">➤ Assist in identifying and onboarding suitable resource persons for MMTTPs, ensuring alignment with program objectives and schedule adherence.➤ Work closely with the Academic Advisory Committee (AAC) to finalize resource persons and delineate program thrust areas, ensuring alignment with educational objectives.➤ Assist in meticulously planning, organizing, and evaluating courses, ensuring adherence to the established MMTTP guidelines and quality standards.

	➤ Take ownership of and ensure the seamless functioning of all day-to-day activities and amenities of the centre, maintaining operational efficiency and effectiveness.
Last Date & Time	20.04.2025 by 11:59 PM IST
Scanned copy of the filled-in application along with an updated CV should be sent over email to mmttc@iitism.ac.in	
Shortlisted candidates will be informed about the date of the interview. Mere possession of minimum qualification does not guarantee an invitation to the interview. Candidates will be short-listed 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.	

General Terms and Conditions:

- The engagement would be purely on contractual basis until 31st March 2026 initially and further extendable up to a maximum of 24 months, as per the need, subject to the satisfactory performance of the selected candidate, at the sole discretion of the Institute.
- Any claim for absorption at the regular position in the Institute will not be entertained at any point of time.
- The selected candidate shall be eligible for 2.5 days of leave for each calendar month (monthly accrual basis and maximum 30 days in a year). This leave will not be carried forward in case of termination of contract/ renewal of contract/ end of the calendar year by the Institute. Also, no payment in lieu of unutilized leave will be paid by the Institute at the time of expiry of contract.
- The selected candidate shall have to attend office six days (Monday to Saturday) a week.
- The selected candidate will be required to attend duty on Sundays and other Gazetted Holidays or may be asked to extend working hours, in case of exigencies. No extra remuneration will be admissible for the same.
- The selected candidate should be able to communicate in English and Hindi.
- No TA/DA shall be admissible to the selected candidate for joining the assignment. The selected candidate will not be allowed any foreign travel at Institute's expenses. However, he/she may be allowed TA/DA for travel inside the country in connection with official work assigned to him/her.
- The Institute may terminate the services of the selected candidate in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Institute.
- The Institute shall also reserve the right to terminate the services of the selected candidate at any time without giving any notice and also without assigning any reason. The engagement of the selected candidate will not confer any right on the part of individual for permanent appointment to the post.
- The selected candidate willing to relinquish his/her engagement, will have to give one month notice and handover all data/information available with him/her to the competent authority or the person authorized by the competent authority or have to deposit one month salary in lieu of the notice period.
- The Headquarters of the selected candidate will be at Dhanbad.
- The applicants will be shortlisted for selection by process, as decided by the Institute.
- If any discrepancy arises throughout the recruitment process, the final decision rests solely with the Institute.
- Any resultant dispute shall be settled within the jurisdiction of Dhanbad only.



(Signature of PI)

13. Professional Experience (if any) :

Name of Organisation	Position	Type of work	Period	
			From	To

14. Any Other relevant information :

15. Declaration:

I hereby declare that the entries made in this application form are correct to the best of my knowledge and belief.

Place:

Signature of applicant with date