



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

Sanction No and Date: F.No. 29/9/2021-Eco.D(Pt.), Dt: 21.07.2025	IIT (ISM) Project No. MoEFCC(EIACP- PC)/2022-2023/22/ESE	Date 08.09.2025
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Data Entry Operator Position under MoEF&CC Project

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

Position	Data Entry Operator (DEO)
Number of Position (s)	01 (One)
Tenure of the Post	01 Year. The position is purely temporary/contractual, initially for one year (can be extended upon satisfactory performance) and co-terminus with the project.
Title of The Project	IIT(ISM) EIACP Programme Centre (RP)
Tenure of Project	4 Years (01.04.2022 to 31.03.2026)
Principal Investigator	Prof. Alok Sinha , HOD/ESE & Coordinator, EIACP (PC-RP).
Job Description (in maximum of 100 words)	He/She will be responsible for: <ul style="list-style-type: none">• Entering, and updating data in databases and records.• Managing and organizing digital records and documentation for Centre activities.• Assisting in preparation of reports, presentations, and official documents.• Designing and formatting newsletters, posters, and communication materials.• Assisting in basic website-related updates using HTML/CSS (no advanced coding required).• Performing routine office tasks such as photocopying, printing, scanning, mailing, and maintaining files.• Supporting the Programme Officer and staff in any other official tasks assigned from time to time.• Fulfilling any other duties as assigned periodically.
Essential Qualification	<ul style="list-style-type: none">• Graduate with one years' experience in relevant areas. OR <ul style="list-style-type: none">• XII Passed with two years' experience in relevant areas.
Desirable Qualification	<ul style="list-style-type: none">• Well versed in computer applications (MS Office, Photoshop, etc.) with knowledge of HTML/CSS (e.g.: website development, designing, internet, publication etc.).• Minimum 50% marks throughout career.
Age and Relaxation (if any)	Preferably below 40 years at the time of application (Relaxation as per GoI norms).
Fellowship/Salary	Rs. 16,000/- per month (no HRA/TA or any other emoluments will be provided)
Last Date & Time	September 17th, 2025 (Wednesday); 11.59 PM. Apply through the Google Form Link Only: https://forms.gle/diVUj7fi5eKZoZ4z8
Shortlisted candidates will be informed for the date of 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 requirement 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.	


(Signature of PI)