Indian Institute of Technology (Indian School of Mines), Dhanbad
The Office of Dean, Research & Development

Sanction No and Date: MoU dated 01.10.2024	**IIT (ISM)** **Project No. SCOE 0008 I**	Date:01-08-2025

CoE Programme Assistant Position under the (WIN-CoE) Project

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

Position	CoE Programme Assistant Position
Number of Position (s)	02
Title of The Project	WIN Centre of Excellence
Principal Investigator	Prof. Sagar Pal Professor Department of Chemistry and Chemical Biology, IIT(ISM) Dhanbad-826004, Jharkhand **Phone no: 9471191529 (Mobile)** **Email: sagarpal@iitism.ac.in**
Tenure of Project	5 Years or till the completion of the (WIN CoE) Project
Job Description (in a maximum of 100 words)	Key responsibilities include 1. Oversee all administrative tasks and account management for grantees, ensuring adherence to legal and regulatory requirements 2. Data Management and Report Progress: Coordinate compilation of data and documentation, reporting progress, conducting meetings and preparing reports for submission to funding agency.
Essential Qualification	Graduate Degree in any discipline with minimum 1 year of experience
Desirable Qualification	Should have good working knowledge of common office software and basic computer operations.
Age and Relaxation (if any)	Up to 40 years
Salary	Rs. 40,000- per month
Nature and Tenure of Assignment	The position is purely temporary and co-terminus with the project sanctioned for a maximum period of 5 years and up to the Project Completion.
Last Date & Time	14th August 2025, by 5 P.M.
Apply for the Post	Candidates are requested to apply with a recently updated CV via email to sagarpal@iitism.ac.in. The subject line of the email should be *'Application for the position of WIN-CoE Programme Assistant*". Shortlisted candidates will be informed of the interview date. Please note that merely possessing the minimum qualifications does not guarantee an invitation to the interview. Candidates will be shortlisted based on their merit and the requirements of the project. All candidates are responsible for arranging their own accommodation in Dhanbad, if required. No Travel Allowance (TA) or Daily Allowance (DA) will be paid to attend the interview. The interview will be conducted in either offline or online mode