



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

Sanction No and Date: MoU dated 01.10.2024	<b>IIT (ISM)</b> <b>Project No. SCOE 0008 I</b>	Date:01-08-2025
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**CoE Programme Manager Position under the (WIN-CoE) Project**

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

<b>Position</b>	CoE Programme Manager Position
<b>Number of Position (s)</b>	01
<b>Title of The Project</b>	WIN Centre of Excellence
<b>Principal Investigator</b>	Prof. Sagar Pal Professor Department of Chemistry and Chemical Biology, IIT(ISM) Dhanbad-826004, Jharkhand <b>Phone no: 9471191529 (Mobile)</b> <b>Email: sagarpal@iitism.ac.in</b>
<b>Tenure of Project</b>	5 Years or till the completion of the (WIN CoE) Project
<b>Job Description (in a maximum of 100 words)</b>	Key responsibilities include <ol style="list-style-type: none"> <li>1. Manage day-to-day administrative operations of the WIN – COE ensuring smooth coordination across WIN – COE PI, team members, innovators and partners for successful execution</li> <li>2. Budget Management: Assist in budget preparation, manage expenditures, ensure financial compliance, and support audits.</li> <li>3. Build Relationships: Develop and strengthen relationships with prospective innovators, other entities within the host institution, government agencies, academia, incubators, industries and other stakeholders.</li> </ol>
<b>Essential Qualification</b>	Doctoral Degree in Science/Engineering/Technology with minimum of 2 Years of Experience or Master's Degree in Science/Bachelor Degree in Engineering from a recognized University or equivalent with 4 years of experience
<b>Desirable Qualification</b>	Preferably should have managerial experience in the domain of Critical minerals, mining, AI/ML.
<b>Age and Relaxation (if any)</b>	Up to 40 years
<b>Salary</b>	Rs. 1,00,000- per month
<b>Nature and Tenure of Assignment</b>	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.
<b>Last Date &amp; Time</b>	14 <sup>th</sup> August 2025, by 5 P.M.
<b>Apply for the Post</b>	Candidates are requested to apply with a recently updated CV via email to <a href="mailto:sagarpal@iitism.ac.in">sagarpal@iitism.ac.in</a> . The subject line of the email should be ' <b>Application for the position of WIN-CoE Programme Manager</b> '. 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