Electronics and ICT Academy
(An initiative of Department of Electronics and Information Technology, Govt. of India)
PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur
(An Institute of National Importance, MHRD, Govt. of India)
Dumna Airport Road, Jabalpur-482005(MP) INDIA

Advertisement for the Post of Chief Executive Officer and other Positions

No: IIITDMJ/E&ICT/2018/01

August, 28 2018

Electronics and ICT Academy at PDPM IIITDM Jabalpur invites applications from motivated and qualified individuals for the post of Chief Executive Officer (CEO). The person will be the key manager and administrator for smooth functioning of the academy, he will drive the academy to achieve its goal as a quality training and R&D unit of the Institute that becomes self-sustainable in future.

The Academy also invites applications for four technical and managerial posts as listed below. Last date for the receipt of application forms is September 28, 2018 by 05:00 pm.

Details about the posts:

S.no	Post	No. of post	Essential Qualification, Experience requirement and age limit	Nature of appointment and duration*	Consolidated Salary
1.	Chief Executive Officer	1 (UR)	Essential: Masters' degree in Management or Engineering from an institute of high repute. Atleast 10 years of managerial/ administrative experience in corporate sector/ PSU. Age Limit: 50 Years	Purely on contract and initially for 1 year (may be extended by one year based on the performance)	Rs. 1.50 to 2.00 Lakhs depending on the expertise/ experience
2.	Business Manager	1 (UR)	Essential: MBA (Finance/ HR) Atleast 05 years' experience of financial/ HR management Age Limit: 35 Years	Purely on contract and initially for 1 year (may be extended by one year based on the performance)	Rs. 70,000/- per month
3.	System Executive	1	Essential: B.E. / B.Tech. in Computer Science and Engineering/ IT or similar	Purely on contract and initially for 1 year (may be	Rs. 35,000/- per month

| | | | branch

Atleast 02 years' experience of management of software systems

Age Limit: 30 Years | extended by one year based on the performance) | |
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| 4. | Network Executive | 1 (UR) | Essential: B.E. /B.Tech. in Computer Science and Engineering/ IT or similar branch

Atleast 02 years' experience of Server and Network Management

Age Limit: 30 Years | Purely on contract and initially for 1 year (may be extended by one year based on the performance) | Rs. 35,000/- per month |
| 5. | IT Executive | 1(UR) | Essential: B.E. /B.Tech. in Computer Science and Engineering/ IT or similar branch

Atleast 02 years' experience of Office automation tools

Age Limit: 30 Years | Purely on contract and initially for 1 year (may be extended by one year based on the performance) | Rs. 35,000/- per month |

* The tenure of the posts is conterminous with the tenure of the E&ICT Academy. Appointments will be purely on contract basis and may be terminated as per the terms and conditions mentioned in the appointment offer.

Important Information for candidates:

1. Candidates should have a good academic record and should possess good communication and soft skills.
2. The posts are purely on consolidated amount basis and no other benefit (such as housing, transportation, etc.) will be provided to the selected candidates.
3. No TA/DA will be paid for attending the written test / interview.
4. Candidates will have to report for written test/interview with their detailed bio-data, 2 passport size photos, original and attested photocopies of all the certificates, mark sheets, degrees and testimonials.
5. The application must carry application fees of Rs. 500/- in the form of DD in favor of E&ICT Academy, IIITDM Jabalpur.
6. Persons employed in Government/Semi-Government Organization are required to produce a no-objection certificate at the time of interview (if shortlisted for interview).
7. No correspondence will be entertained from candidates regarding results of written test / interview, reasons for not being called for interview etc.

8. Canvassing in any form will be a disqualification.
9. Applicants are requested to refer the website of PDPM-IIITDMJ (www.iiitdmj.ac.in) or the Electronics and ICT Academy (ict.iiitdmj.ac.in) from time to time for information updates etc.
10. Mere meeting the minimum education qualification and experience does not qualify an applicant to be called for the selection process. Short listing criteria for calling for interview may be fixed higher than those in the advertisement.
11. The Institute reserves the right to fill or not to fill any of the posts advertised.
12. For any information kindly mail at academyiiitdmj@gmail.com.
13. The posts are advertised by E&ICT Academy as a project of PDPM IIITDMJ and not by the Institute. The candidate will have no direct or indirect claim of a regular appointment on the post at PDPM IIITDM Jabalpur.
14. The age as on 01st August 2018 will be counted for the age limit.

Brief Description of the Job Profile for each of the post

Chief Executive Officer: The person will be the key manager and administrator for smooth functioning of the academy, building partnership with industry, other institutions and with industrial training partners, liaising with government and other sectors for the success of the faculty development programmes, advertisement and publicity of programmes and activities under the Academy, management of its resources etc. He will drive the academy to achieve its goal for becoming a self-sustainable quality training and R&D unit of the Institute over a period of 3-4 years. He/she will be reporting to the CI/Co-CI and will take directions and suggestions from them from time to time for smooth functioning of the Academy.

Business Manager: The person will be mainly responsible for maintaining the finance and accounts of the Academy's funds, human resource management, correspondence and communication with the partner institutions, course coordinators, advertisement and publicity of programmes and events under the Academy. He will also be responsible for maintaining records related to the Academy, except the records related to IT resources and equipment.

System Executive: The person will be taking directions from Technical Support Engineer /Business Manager or higher authorities in managing databases and its maintenance, security and related issues. He/she will also be responsible for proper functioning of all the lab sessions in different courses.

Network Executive: The person will be taking directions from Technical Support Engineer or higher authorities in maintaining the computer networks, its security, leased line connections, IT/ICT resources and equipment. He/she will also be responsible for proper functioning of all the lab sessions in different courses.

IT Executive: The person will be taking directions from Business Manager, course coordinators or higher authorities for works related to communication and publicity for courses, correspondence with partner institutions, IT assistance to course coordinators, CI, Co-CI. He will also be assisting the coordinators in smooth conduction of courses/programmes.