



# ACIC IIT (ISM) FOUNDATION

Atal Community Innovation Centre

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

CIN: U73100JH2020NPL015566



Supported By



ATAL INNOVATION MISSION

(A Non-Profit Section-8 Company Supported by Atal Innovation Mission, NITI Aayog, Govt. of India and IIT (ISM) Dhanbad)

## POSITION FOR YOUNG PROFESSIONALS

Indian Institute of Technology (Indian School of Mines), Dhanbad [IIT (ISM) Dhanbad] has been entrusted for the establishment of Atal Community Innovation Centre (ACIC) under the Atal Innovation Mission (AIM), NITI Aayog, Govt. of India to encourage a spirit of entrepreneurship in the underserved/unserved regions by providing enabling infrastructure and facilitating environment for innovation.

In order to carry out the activities of ACIC, a section 8 SPV has been established in the name of ACIC IIT (ISM) FOUNDATION at IIT (ISM) Dhanbad. The section 8 company will work as an umbrella body to nurture and promote the objectives and activities of ACIC IIT (ISM). ACIC IIT (ISM) Foundation is financially supported by NITI Aayog and IIT (ISM) Dhanbad for a period of five years. The company is governed by its Board of Directors. The day-to-day activities of the company has to be looked after by a full-time CEO.

ACIC IIT (ISM) looking for dynamic **Young Professionals** to assist in self-sustaining growth of the company. Details of the post are as follows:

<b>Position</b>	<b>Young Professional</b>
<b>Number of Position (s)</b>	03
<b>Company</b>	ACIC IIT (ISM) Foundation
<b>Sponsoring Agency</b>	NITI Aayog & IIT (ISM) Dhanbad
<b>Tenure</b>	Initially for a period of 3 years (Renewable/extendable based on annual performance)
<b>Job Description</b>	<ul style="list-style-type: none"> <li>We are looking for competent Young Professionals to perform various tasks to support ACIC Activities such as project management, accounting, PFMS, online procurement, reporting etc.</li> <li>An effective young professional should have the ability to work diligently to help maintain smooth office operations. You must be reliable and hardworking with computer skills. The ideal candidate will also be familiar with office automation, ERP, e-procurement and PFMS.</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Maintain procurement process so they remain updated and easily accessible.</li> <li>Undertake basic book-keeping tasks and issue invoices, checks etc.</li> <li>Take minutes of meetings and dictations.</li> <li>Assist in office management and organization procedures.</li> <li>Monitor stocks of office supplies and report when there are shortages.</li> </ul>



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<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• Post Graduate in IT/Commerce/Economics/Business Administration/Mass Communication from recognized Institute, and</li><li>• Diploma/PG Diploma in IT/Computer Applications</li></ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"><li>• Proven experience of at least 5 years as an office Assistant or other similar positions</li><li>• Experience in handling e- procurement and online accounting system including PFMS</li><li>• Very good knowledge of MS Office</li><li>• Very good organizational and multi-tasking abilities</li></ul>
<b>Maximum Age limit</b>	40 years
<b>Salary</b>	Consolidated pay of Rs. 30,000 PM
<b>Method of Recruitment</b>	Online
<b>Apply to</b>	ACIC IIT (ISM) Foundation through email <a href="mailto:acic@iitism.ac.in">acic@iitism.ac.in</a>
<b>Last Date &amp; Time</b>	May 15, 2021, 5:00 P.M.
<ul style="list-style-type: none"><li>• Prospective candidates are required to send a copy of their detailed biodata enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc. through email <a href="mailto:acic@iitism.ac.in">acic@iitism.ac.in</a> within the due date.</li><li>• The shortlisted candidates will be informed through emails for attending the interview in online mode. The selected candidate will be required to bring the original certificates and supporting documents for verification at the time of joining.</li><li>• The post is purely temporary and co-terminus with the completion of the tenure of the candidate, however continuation of the person in ACIC IIT (ISM) Foundation is subjected to his/her satisfactory performance.</li><li>• For further details candidates may contact through email: <a href="mailto:acic@iitism.ac.in">acic@iitism.ac.in</a></li><li>• *Please find the detailed general instruction mentioned below in this advertisement.</li></ul>	



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## \*GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	<p>(a) The ACIC IIT ISM Foundation reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. Desirable qualifications shall also be taken into account for scrutiny of applications.</p> <p>(c) The ACIC IIT ISM Foundation reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p> <p>(d) All advertised positions are purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular positions in the Institute/ ACIC IIT ISM Foundation, IIT (ISM), Dhanbad.</p> <p>(e) The engagement of all advertised positions will be subject to their medical fitness and Police Verification.</p> <p>(f) The ACIC IIT ISM Foundation reserves its right to terminate the contractual engagement of all advertised positions by giving one month notice or one month's remuneration in lieu thereof without assigning any reason.</p> <p>(g) Leave is not a matter of right. However, all advertised positions may be allowed 12 days' Casual Leave in a calendar year. The leave, if not availed by 31st December in the year will not be carried forward to next year and will lapse. They will not be entitled for payment of any cash equivalent in lieu of unavailed leave.</p> <p>(h) All advertised positions will not be entitled for any medical facility/ accommodation or any other type of allowance.</p> <p>(i) All advertised positions may apply for termination of their contractual engagement on two months' notice. However, their relieving will be subject to condition that the work being undertaken by them does not get hampered and an alternative arrangement has been made by the ACIC IIT ISM Foundation prior to his/her relieving.</p> <p>(j) The ACIC IIT ISM Foundation reserves the right to impose any other reasonable conditions to safeguard the interests of the ACIC IIT ISM Foundation.</p>
2.	The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.
3.	The ACIC IIT ISM Foundation reserves the right to assign/ transfer the selected candidates to any section/department within the ACIC IIT ISM Foundation and engagements will be offered accordingly.
4.	The shortlisted candidates will be called for Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the interview.



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	<p>The Committee constituted to conduct the Practical Trade Test and Written Test will decide the minimum qualifying marks for Written &amp; Practical Trade Test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.</p>
5.	<p>i) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>ii) The applicants should keep visiting the website of the IIT (ISM), Dhanbad for any information related to the recruitment process.</p> <p>iii) ACIC IIT ISM Foundation reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p> <p>v) The persons presently employed the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NoC) from their employer for applying against this advertisement. They may submit their application without NoC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NoC at the time of interview.</p>
6.	<p>Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.</p>