



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

Sanction No and Date: AIFT/CoE/2024-25	IIT (ISM) Project No.: AIFT/2024-2025/05/ESE	Date 07.05.2024
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Data Entry Operator cum Office staff position under AIFT Project

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

Position	Data Entry Operator cum Office staff
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	Mining, Employability and Livelihoods (MEL) Centre of Excellence
Tenure of Project	1 Year (01.04.2024 to 31.03.2025)
Principal Investigator	Prof. Anshumali , Project Investigator.
Job Description (in maximum of 100 words)	He/She will be responsible for: <ul style="list-style-type: none">• Assist in the monitoring and evaluation of projects and interventions implemented by the MEL Centre of Excellence in collaboration with stakeholders.• Conduct field assessments and surveys to identify the specific needs, challenges, and opportunities within target communities by listening to community concerns, gathering feedback, and facilitating discussions on issues related to employability, livelihoods, and socio-economic development.• Collect data on demographics, skills profiles, employment status, income levels, and other relevant indicators to inform program design and intervention strategies.• Maintain accurate records of field activities, including meeting minutes, participant lists, and progress reports.• Document best practices, lessons learned, and success stories through written reports, photographs, videos, and other media.• Collect and analyze data on project outcomes, indicators, and beneficiary feedback to assess the impact and identify areas for improvement.• Involvement in organizing and conducting Capacity-building and Training Programme, Workshops, and other events.• Fulfilling any other duties as assigned periodically.
Essential Qualification	<ul style="list-style-type: none">• Graduate in Science or Arts or Commerce or equivalent.
Desirable Qualification	<ul style="list-style-type: none">• Good knowledge of computer• Good communication skills.
Age and Relaxation (if any)	Preferably below 40 years at the time of application (Relaxation as per GoI norms).
Fellowship/Salary	Rs. 20,000/- plus 16 % HRA per month
Last Date & Time	May 15th, 2024 (Wednesday); 11.59 PM Apply through the Google Form Link Only: https://forms.gle/svnMfJGrDAYYn19eA
<ul style="list-style-type: none">• The candidates are required to submit a copy of their detailed resume with their photograph and enclose all relevant supporting documents regarding age, caste, qualification, and experience through the google form link mentioned below within the due date. Google Form Link: https://forms.gle/svnMfJGrDAYYn19eA• 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)