

Electronics and ICT Academy, PDPM IIITDM Jabalpur
(An initiative of Ministry 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

Online-Interview on 24th August 2020

Business Manager[on contract]

August 7th, 2020

No: IIITDMJ/E&ICT/2020/01

Electronics and ICT Academy at PDPM IIITDM Jabalpur invites applications from motivated and qualified individuals for the post of Business Manager. Details are given below.

Details about the posts:

Post	No. of post	Essential Qualification, Experience requirement and age limit	Nature of appointment and duration*	Consolidated Salary
Business Manager	1 (UR)	Essential: MBA (Finance/ HR) or B.Tech. /B.E. Atleast 05 years' experience of Finance / HR management/ Marketing, Experience of working on IT/software systems for office works.	Purely on contract and initially for a period of one year. (may be extended for another six months based on the performance and continuation of the scheme)	Negotiable (Maximum Rs. 70,000/- per month)

* *Appointment will be purely on contract basis.*

Important Information for candidates:

1. Candidates should have a good academic record and should possess good communication and soft skills. Fluency in Hindi and English reading, writing and speaking is essential.
2. The post is purely on consolidated amount basis and no other benefit (such as housing, transportation, etc.) will be provided to the selected candidate.
3. The posts will be filled up on contract basis for a period of one year and may be extended for another six months. Discretion on extension of the offer will purely be with the E&ICT Academy.
4. Candidates are required to pay an application fees of Rs. 500/-. The payment is to be made online while doing online registration. Account details etc. will be available in the online registration form. **SC/ST/PwD/Women** candidates are exempted from the payment of application fee.
5. Persons employed in Government/Semi-Government Organization are required to produce a no-objection certificate at the time of interview. Persons retired from defence or any other central government services will also be considered for appointment.

6. Canvassing in any form will be a disqualification.
7. Applicants are requested to refer the website of Electronics and ICT Academy (ict.iiitdmj.ac.in) from time to time for information updates etc.
8. The Institute reserves the right to fill or not to fill the post advertised.
9. For any information kindly mail at academyiiitdmj@gmail.com.
10. The post is 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 any post at PDPM IIITDM Jabalpur.
11. **All interested candidates must register themselves through Online Registration form available on the Academy's website on or before 21.08.2020 (by 05:00 pm).**
12. **Online-INTERVIEW to be held on 24th August 2019 from 10:00 am onwards. Shortlisted Candidates will be sent the meeting link on August 23rd, 2020.**
13. No correspondence in the matter will be entertained.

Brief Description of the Job Profile for the post is given below.

Business Manager: The person will be mainly responsible for building relations with higher and technical educational institutions in India for promoting the programmes of E&ICT Academy. He/she will also be 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. Further, he/she will be responsible for maintaining records related to the Academy.

**Chief Investigator
E& ICT Academy**