



भारतीय प्रौद्योगिकी  
संस्थान जम्मू  
INDIAN INSTITUTE OF  
TECHNOLOGY JAMMU

Advt. No.: IITJMU/R&C/RP00126/A-10

Dated: 10/12/2022

**Advertisement for the Position of Project Lead**

Applications are invited from the interested candidates for one post of **Project Lead** to work on the R&C project titled “**Capacity building for human resource development in unmanned aircraft system (drone and related technology)**” sanctioned by Ministry of Electronics and Information Technology (MeitY), Govt. of India. The staff will be appointed initially for one year (on contract) and his\her services can be extended for next year (or till the last date of project) based on the performance review.

S. No.	Position	Area of Specialization	Duration	Consolidated Salary	Number of Positions
1	Project Lead	Electronics and Communications for Drones	Initially for the period of one year which may be extended	Rs. 75,000/- (Per month including HRA)	01 (One)

**Eligibility:**

1. Candidate must have B.Tech./B.E. degree in ECE/ETC/E&C/E&TC/EE/EEE/EI (or in relevant discipline) with expertise in Electronics and Communications with 2 or more years of experience OR must have M.Tech./M.E. degree in ECE/ETC/E&C/E&TC/EE/EEE/EI (or in relevant discipline) with expertise/experience in Electronics and Communications.
2. Candidate must have qualified GATE Examination OR must have graduated with B.Tech. degree from IIT/NIT/IIIT with CGPA 7 (out of 10) or more.
3. Candidate must have first division (60% or 6.5 CGPA) or equivalent at all levels starting from secondary education for essential qualifications.

**Objective of the Project:** This is human resource capacity building project wherein, the candidate has to work to setup a facility for unmanned aircraft system (UAS) and to fulfill the roles and responsibilities mentioned in this document.

**Required Skill Set:** Understanding of project leading/co-ordination in activities concerning Electronics domain with strong capacity for working and operating in a flexible, dynamic environment where creative and strategic thinking is required. Hands-on in project management tools like Teams, Scrum, MIS etc. Excellent communication skills and handling diverse teams. Proficiency with written and verbal English. Candidate having a flair for writing with strong vocabulary & Command in creating technical content. Ability to work independently within allocated resources and also flexible to work in teams as needed. Must be a disciplined, self-

motivated and have the ability to execute on activities, independently. Excellent organizational and time management skills. Ability to work in a high pressure environment. Ability to multi-task is essential

**Roles and Responsibilities:** Leading & Coordination of the Project activities under the defined project and concerned Work Themes. Co-ordination & steering of various activities for verticals such as Formal Programme and academic activities chiefly (but not limited to) Bootcamps Minor degree, POCs, Knowledge Creation through IPR (including patents and research papers), Workshops/ Conferences, & National Competitions etc. under guidance and in co-ordination with defined Committees/Groups. Co-coordinating with financial aspects related to the project and related activities like Fund management, project expenses, utilization report generation. Managing and undertaking resource requirements like FOSS identification and deployment, procurement, vendor management and co-ordination etc. Leading/Facilitating and supporting the Participating Institutes to accomplish their activities and targets as per the activity specific role and requirements. Liasoning across PMU, MeitY and other stakeholders for project activities. Document management including collection, compilation and report. Preparation for Data and Information for Reports etc. Information dissemination across the agencies and monitoring and steering their progress under guidance of CI/Co-Cis. Preparing reports, records, documents etc. for presenting information and data. Ensuring timely completion of activities in compliance with defined guidelines and protocols. Query handling, reporting and facilitating resolution as per the requirements of fellow Institutes. Any other activities as defined by the management from time to time.

**Application Process:** Duly filled application form along with the requested details, scanned copies of certificates, other supporting documents, should be uploaded through the online portal (<https://apply.iitjammu.ac.in/#/home>) latest by December 25, 2022. Please apply through the [contract/project staff/JRF/SRF] tab on the referred application portal. Candidates who are already employed should produce a relieving certificate from their employers if selected. The interview will be conducted for all shortlisted candidates.

**Attention:**

1. The applicant will be responsible for the authenticity of the information, other documents, and photographs submitted.
2. Merely possessing the prescribed qualification does not ensure that the candidate would be called for an Interview. The candidates may be shortlisted based on merit and need for the project.
3. Shortlisted candidates will be informed by e-mail about the interview. So, the candidate must provide valid e-mail IDs, and phone number information in their applications.
4. Shortlisted candidates must present themselves for the interview on the interview date with an updated CV and original and attested photocopies of mark sheets/certificates in support of their academic qualifications. Only shortlisted candidates will be called for the interview. The time of the interview will be informed to the shortlisted candidates by e-mail. The interview will be held by using the online platform.
5. Candidates who are already employed should produce a relieving certificate from their

employers if selected.

6. The last date for receiving the duly filled-in application is 25<sup>TH</sup> December 2022, through an online portal.
7. The date of interview will be informed to the shortlisted candidates through email.

**Address for Correspondence**

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