

**No. IITM /MeitY/SKS/470**

**Date: 05/05/2025**

**Advertisement No.: IITM/MeitY/SKS/470/2025\_2**

Applications are invited for the **Executive** (Project Associate-I(JRF) or Project Associate-II(SRF) on a temporary basis with a consolidated salary. The initial appointment will be for one year, which may be terminated based on unsatisfactory performance, if found necessary. The renewal of services for a few months/ year, or up to the duration of the project will be based on satisfactory performance, subject to the recommendation of the competent authority.

<b>Title of the Project</b>	<b>Center for Promotion of Additive Manufacturing(CPAM): <i>Renewable Energy &amp; Distributed Manufacturing using Customized 4D &amp; 3D Technologies (CPAM: RE &amp; DM)</i></b> <b>Project Ref. No: IITM /MeitY/SKS/470</b>
<b>Funding Agency</b>	<i>Ministry of Electronics and Information Technology (MeitY), GoI, New Delhi, Dept. of Industry, GoH.P, IIT-Mandi, Industry Collaborators</i>
School/Center	<i>Center for Design &amp; Fabrication of Electronic Devices (C4DFED), Indian Institute of Technology (IIT)-Mandi, MANDI-175075 (Himachal Pradesh), India</i>
<b>Post</b>	<b>Qualifications</b>
<b>Executive (Project Associate-I or II) – 1 No.</b> (Designation and salary shall be fixed as per qualification and experience)	<b>For Project Associate-II (SRF)</b> M.Tech. in Materials Science/Electronics/ Microelectronics/ Functionalization Materials / Polymer Science / Polymer technology / Manufacturing Science / Manufacturing Technology/ Software for additive manufacturing or interface of Nano-Science-Technology or equivalent; subject to the relevant domain expertise as per the requirements of the project. <b>Or</b> Master in Science in Material Chemistry/ Physics / Electronics / Microelectronics or equivalent management /computer science; subject to the relevant domain expertise as per the requirements of the project ( <b>Minimum 2 years of experience</b> ). <b>For Project Associate-I (JRF)</b> B.tech in Materials Science/Electronics/ Microelectronics/ Functionalization Materials / Polymer Science / Polymer technology / Manufacturing Science / Manufacturing Technology/ Software for additive manufacturing or interface of Nano-Science-Technology or equivalent; subject to the relevant domain expertise as per the requirements of the project. <b>Or</b> Master in Science in Material Chemistry/ Physics / Electronics / Microelectronics or equivalent management /computer science; subject to the relevant domain expertise as per the requirements of the project.
<b>Consolidated Pay-slab / Salary</b>	<b>Rs. 15,000-30000/- pm</b> (Consolidated)/Applicable on experience, performance, etc. may vary.

<b>Age Limit:</b>	The upper age limit is 30 years & may be relaxed for deserving applicants or as per institute/GoI norms, if applicable.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage incoming communications (e.g., emails, phone calls, mail) on behalf of executives, prioritize and respond to inquiries as appropriate, and draft and prepare correspondence and reports as needed.</li><li>• Provide comprehensive administrative support to executives, including drafting and editing documents, preparing presentations, maintaining files and records, and handling invoices, PO's, quote comparisons etc.</li><li>• Oversee office operations and ensure a clean, organized, and efficient working environment, including ordering office supplies, coordinating equipment maintenance, and managing vendor relationships.</li><li>• Handle sensitive and confidential information with the utmost discretion and professionalism, maintaining confidentiality at all times.</li><li>• Assist with special projects and initiatives as assigned by executives, including research, data analysis, and coordination of cross-functional teams.</li><li>• Maintain and update databases, contact lists, and other organizational records, ensuring accuracy and completeness of information.</li></ul>

The interested candidates should apply for the above post by sending the complete CV (having personal details, academic qualifications, research experience, publications, name, affiliation, mobile number, email address of two referees, information regarding educational qualifications indicating percentage of marks/division, details of work experience, etc.) as pdf attachment **by e-mail at [c4dfed@iitmandi.ac.in](mailto:c4dfed@iitmandi.ac.in) with advertisement No. on the subject line, to**

**The Co-ordinator,**

Center for Design and Fabrication of Electronics Devices (**C4DFED**)

A4 Building (IIT Mandi Kamand Campus)

School of Computing and Electrical Engineering

(SCEE) **Indian Institute of Technology, (IIT),**

**MANDI, Himachal Pradesh, 175075, India**

**E-mail: [c4dfed@iitmandi.ac.in](mailto:c4dfed@iitmandi.ac.in)**

**Important Notes:**

- ❖ IIT Mandi reserves the right to set higher criteria or relax the criteria for shortlisting/interview candidates for further processing from those satisfying the nature of assignment/job under the project/experience/ meeting the requirements of the project post/nature of specialized job under the project. Without any further clarifications/justifications at any level. The decision of the project PI in this regard will be final for all levels.

- ❖ The names of the shortlisted candidates will be either displayed on the website or communicated individually, along with **the offline/online interview details.**
- ❖ The PI & Co-PIs reserve the right to conduct or not conduct interviews based on circumstances. A Screening Committee may be formed to determine eligibility/shortlisting criteria based on nature of job responsibility under said project.
- ❖ The competent committee may consider the down scaling of the advertised post/salary or upscales the post/salary subject to the participation of deserving applicants on said advertisement.
- ❖ PI & Co-PIs reserve the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or partly without assigning any reason. The PI & Co-PIs will also reserve the right to place a reasonable limit on the total number of candidates as per the requirement of the nature of the project job to be called for an interview without any further clarifications/justifications at any level. The decision of the project PI in this regard will be final.
- ❖ Relaxation of marks may be granted to SC/ST candidates as per the GoI norms. If a retired or superannuated government employee is selected, their salary will be fixed according to the prevailing Government of India rules.
- ❖ **The last date for submitting the completed applications by email is 26<sup>th</sup> May by 5.00 p.m.**
- ❖ In case any clarification on eligibility regarding the above post, the candidate **may contact at email id: [c4dfed@iitmandi.ac.in](mailto:c4dfed@iitmandi.ac.in)**