



OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.122/2024 Dated: 23.08.2024

Applications are invited for a temporary post of **Project Associate**, Department of Management Studies, IIT Madras.
Project Co-ordinators: Prof. Rupashree Baral and Prof. V. Vijayalakshmi, Dept. of Management Studies, IIT Madras.
Duration: Initially for 6 months, later extendable to 1 year based on performance.

Number of Vacancies: 01

S.No	Post	Qualification and Experience	Pay Range
1	Project Associate	<p>Qualification:</p> <ul style="list-style-type: none">➤ Master's degree in management/social work/ commerce/arts/, or any related field. <p>Skills:</p> <ul style="list-style-type: none">➤ Understanding of the entrepreneurial ecosystem is required.➤ The project will involve travelling. Hence, willingness to travel to the entrepreneurs' locations (several districts in Tamil Nadu) is needed.➤ 1-2 years of experience in project coordination, preferably in the field of women's development or entrepreneurship.➤ Background and knowledge or prior experience in project executions or experience in similar projects in Gender Studies, Women's Entrepreneurship, fieldwork in general will be preferred.➤ Strong organizational and multitasking skills, with the ability to manage multiple priorities and deadlines.➤ Excellent communication and interpersonal skills, with experience in stakeholder engagement.➤ Proficiency in Tamil and English language (oral and written).➤ Proficiency in MS Office and data analysis tools such as SPSS.➤ Ability to work independently and as part of a team. <p>Note: Candidates will be short-listed initially based on the qualification, and relevant work experience (if any) and only the short-listed candidates will be called for interview. Fulfilment of minimum qualification does not guarantee interview call.</p>	<p>Rs. 25,000/- to 35,000/- per month (Salary commensurate with experience and performance)</p>

The Project Associate will play a key role in the execution and management of the above socially relevant project aimed at promoting women's entrepreneurship in rural and semi-urban districts of Tamil Nadu. This individual will work closely with the PI, Co-PI, local partners, women development organizations, NGOs, and Self-Help Groups (SHGs) to ensure the smooth implementation of the project's objectives. The role involves organising and coordinating training programs, mentoring sessions, and marketing events, along with monitoring the project's progress and outcomes.

Job Description:

Project Management, Coordination, Administration, Communication & Reporting:

- Develop and manage the project timeline.
- Coordinate with local partners, NGOs, women development organizations, SHGs, mentors and other stakeholders to facilitate project activities.
- Organize training programs, mentoring sessions, and promotional events for women entrepreneurs.
- Coordinate the delivery of training modules and support the mentoring process by scheduling sessions, and liaising with mentors and mentees.
- Facilitate communication between the project team, stakeholders and beneficiaries to ensure alignment and address any challenges.
- Gather and analyze data on project outcomes, contributing to the initial effectiveness study and ongoing monitoring efforts.
- Handle logistics for training and marketing events, including venue booking, materials preparation, and participant coordination.
- Monitor and manage project documentation, including maintaining records of meetings, training sessions, events and preparing regular reports.

The last date for submission of online application is 05.09.2024

General Instructions to the candidates

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website <https://icandsr.iitm.ac.in/recruitment/> - **(Please check the advertisement number Advt.122/2024 displayed and submit the application for the relevant position).**
- 4) Separate application has to be filled for each post.
- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, he/she wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.

- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, his/her candidature will liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
- 11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- 16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- 17) Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- 18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

- 19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
- 20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.
- 23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 25) Only shortlisted applicants will be contacted.
- 26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- 30) If there is any issue to submit the application please send E-mail to : recruitment@iitm.ac.in / icsrrecruitment@iitm.ac.in **Contact: 044- 2257 9778 / 9796** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through <https://icandsr.iitm.ac.in/recruitment/> and submit the application.

Sd/-

Senior Manager –HR
Office of IC&SR
IIT Madras