



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत
Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826 004 (Jharkhand), India

No. IRAA/2025/REQUIREMENT_OFFICE EXECUTIVE/IRAA

12th September, 2025

ADVERTISEMENT (Walk-In-Interaction)

(Engagement of Office Executive (on Contract) in the Office of Dean (IRAA), IIT(ISM) Dhanbad)

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B. Tech., 3 yr. M.Sc. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M. Tech., 5 yr. Dual Degree (B. Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M. Tech., full time and part time Ph. D. courses/programmes in Engineering and Basic/Earth/Social/Applied Sciences, Humanities and Management disciplines.

The Institute invites application from Indian Nationals for contractual engagement of **Office Executive (on contract)**, initially for a period of one (01) year and which may be extended for further one (01) year depending upon the requirement of the Institute and assessment of performance:

Sl. No.	Name of the post(s)	No. of persons to be engaged	Consolidated Remuneration	Essential Educational Qualification and Experience
1.	Office Executive (On Contract) Age limit: Preferably below 40 years on the closing date.	01	Consolidated monthly remuneration of Rs. 30,000/- with an annual increment upto 5% subject to the suggestions of the performance review committee constituted by the competent authority	1. Bachelor's Degree in any discipline from a recognized university. 2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. 3. Certificates showing minimum one year cumulative experience related to job description mentioned below.

Job Description

The Office Executive will play a key role in supporting the coordination of centenary-related events and initiatives, assisting with communications, event logistics, and various administrative tasks. This position will facilitate seamless collaboration among internal teams, external consultants and other stakeholders, ensuring professional standards are maintained while enhancing the visibility and outreach of the centenary campaigns of the Office of Dean (IRAA) and the institute. Additionally, the Executive will be responsible for managing the alumni database, updating web portals, and handling daily operational requirements.

General Instructions for the Applicants

1.	a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process. b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. c) The Institute reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final. d) The positions of Office Executive (on Contract) are purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular
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	positions in the Institute. e) The engagement of Office Executive will be subject to their Police verification. f) The Institute reserves its right to terminate the contractual engagement of the Office Executive (on Contract) by giving one-month notice or one month's remuneration in lieu thereof without assigning any reason. g) Leave is not a matter of right. However, Office Executive (on Contract) may be allowed 2.5 days leave per/every calendar months of service (Monthly accrual basis and Maximum 30 days in a year). No leave encashment or carry forward will be permissible on the termination of contract/renewal of the contract. h) The Office Executive (on Contract) will not be entitled for any medical facility/accommodation or any other type of allowance. However, an annual increment @5% on the consolidated remuneration may be admissible depending upon the requirement of the Institute and assessment of performance. i) The Office Executive (on Contract) may apply for termination of their contractual engagement on two months' notice. However, relieving will be subject to condition that the work being undertaken by him/her does not get hampered and an alternative arrangement has been made by the Institute prior to his/her relieving. j) The Institute reserves the right to impose any other reasonable conditions to safeguard the interests of the Institute. k) The selected applicant shall have to attend office six days a week. l) The selected applicant will be required to attend duty on Sundays and other Gazetted Holidays or may be asked to extend working hours, in case of exigencies. No extra remuneration will be admissible for the same. m) The applicant should be able to communicate in English and Hindi.
2.	The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.
3.	The Institute reserves the right to assign/ transfer the selected candidates to any Section/department within the Institute and engagements will be offered accordingly.
4.	The shortlisted candidates may be called for personal interaction and the final Selection will be made on the basis of their personal interaction.
5.	No TA/DA shall be admissible for appearing in the selection process.
6.	Recruitment Fee and mode of payment : Nil
7.	Application (as per the ANNEXURE- A) along with supporting certificates/documents is required to be submitted online latest by 30th September, 2025 by 5.00 PM (IST). Prospective candidates are required to submit a copy of their detailed bio data enclosing copies of the relevant supporting documents regarding age, essential qualification, experience etc. through email officeofdeaniraa@iitism.ac.in within the due date. Application in hard copy is not allowed. Notes: i) Applications received after the closing dates and incomplete applications will be summarily rejected. ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process. iii) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates. iv) The candidates applying for the post should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected. v) The candidates will be required to bring the original certificates and supporting documents for verification at the time personal interaction.
8.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

Dean (IRAA)



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 Indian Institute of Technology (Indian School of Mines), Dhanbad
 Dhanbad – 826 004 (Jharkhand), India

Application Form for engagement of Office Executive (on Contract) at IIT(ISM), Dhanbad

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Age as on 30th September, 2025: _____

5. Domicile: _____

6. Nationality: _____

7. Residential Address: _____

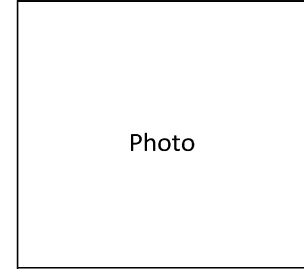
8. Permanent Address: _____

9. E-Mail: _____

10. Mobile No. _____

11. Educational Qualifications:

- All Educational Qualifications starting from highest qualification up to Matriculation to be mentioned.
- Copy of duly signed certificate and marks-sheet of each qualification is to be enclosed.
- In case of GPA, please enclosed the appropriate GPA conversion table.



Sl. No.	Examination Passed	School / College	Board / University	Year	%	Class Division
1.						
2.						
3.						
4.						

12. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent: YES ☐ or NO ☐

13. Working experience:

Sl. No.	Organization/Address	Designation	Pay Scale with grade pay(if any)	Period		Nature of Work Performed/Experience
				From	To	

14. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if required).

Declaration:

“I, hereby declare that all the information submitted by me in the application form are correct, true and valid. I will present the originals of supporting documents as and when required. In the event of failure to do so, my candidature is liable to be rejected”

Signature of the Applicant

Date:

Place: