



CIL INNOVATION & INCUBATION CENTRE

Indian Institute of Technology (ISM) Dhanbad



IIT(ISM) Dhanbad

CIL Innovation & Incubation Centre

Indian Institute of Technology (ISM) Dhanbad
Add: 4th Floor, *i2h* Building, IIT(ISM) Dhanbad
Jharkhand - 826004

POSITION FOR OPERATIONS MANAGER

CIL Innovation & Incubation Center (CII Center) has been set up at IIT (ISM) Dhanbad under the flagship program - Atal Innovation Mission (AIM), with financial support over five years to engage the community at large in innovation and entrepreneurial activities in the core business area of Coal India Limited.

The key objective of the CII Center is to nurture early innovators to ideate in the domain of Technology Innovation and Community Skill Development and promote economically viable start-ups through pre- incubation and incubation.

CII Center is looking for a dynamic **Operations Manager** to lead the centre and implement the objectives in a time- bound manner. The details of the post are as follows:

Position	Operations Manager(OM)
Number of Position(s)	01
Tenure of Post	Initially, for a period of 1 year (Renewable based on annual performance)
Job Description	• To manage and monitor the workflow of the centre's various activities and provide intelligent input charts and monitoring sheets for effective decision-making. • Should have excellent follow-up skills to coordinate between various stakeholders of the centre. • Should have organizational capability to execute the planned workshops, seminars, boot camps, hackathons, etc. • Monitor the project schedule and efficiency of the workflow for smooth completion of the projects and to keep track of all the activities of the center. • Should have the capability to manage Public Relations (PR) activities for the centre, including media communication, outreach, and branding initiatives • <u>Monitoring and maintaining the HR record of the center.</u>
Essential Qualification	First class in MBA in Marketing, HR, Operations Management, or PG Diploma in Marketing/HR/Operations Management, or MA in Industrial Relations and Personnel Management/HR from a leading institute with at least 3 years of relevant experience
Desirable Profile	• Good people management Skills. • Maintaining HR details of the center. • Manages Public Relations (PR) activities for the centre, including media communication, outreach, and branding initiatives • To manage and maintain the overall activity of the center, and also monitor the progress through MIS inputs. • Effective Planning skills. • Commanding respect, ability to interact comfortably with eminent and senior academicians, professionals, students, collaborators, and other stakeholders. • Should be willing to travel extensively.
Age limit	Preferably less than 50 years
Salary	Consolidated pay of ₹ 50,000/- per month
Method of Recruitment	Offline
E-mail	Send your details to cii@iitism.ac.in
Last Date & Time	23-05-2026



GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	- The CII Centre reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. - Fulfillment of qualifications per-se does not entitle a candidate to be called for the selection process. Desirable qualifications shall also be taken into account for the scrutiny of applications. - The CII Centre 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. - The advertised positions are purely temporary and co-terminus with the completion of the tenure of the project; however, continuation of the person in the project is subject to his/her satisfactory performance. For further details, candidates may contact us through email: cii@iitism.ac.in. The selected candidates cannot claim appointment against any regular positions in the CII Centre or the Institute. - The engagement will be subject to their medical fitness and Police Verification. - The Institute reserves its right to terminate the contractual engagement by giving one month notice or one month's remuneration in lieu thereof without assigning any reason. - Leave is not a matter of right. However, they may be allowed Leave of 2.5 days for each completed calendar month. The leave, if not availed by 31st December in the year, will not be carried forward to next year and will lapse. They will not be entitled to payment of any cash equivalent in lieu of leave not availed. - They will not be entitled to any medical facility/ accommodation or any other type of allowance. However, an annual increment upto 5% on the consolidated remuneration may be admissible if the contract is extended beyond one year. - They may apply for termination of their contractual engagement on two months' notice. However, their relief will be subject to the condition that the work being undertaken by them does not get hampered, and an alternative arrangement has been made by the CII Centre prior to his/her relieving. - The CII Centre reserves the right to impose any other reasonable conditions to safeguard the interests of the Centre.
2.	The closing date for submission of the application shall be considered as the cut-off date for age, educational qualification, and experience, etc.
3.	The CII Centre reserves the right to assign/ transfer the selected candidates to any of its units.
4.	The shortlisted candidates will be called for the Selection Process.
5.	No TA/DA will be admissible for appearing in the selection process.
6.	The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.