



Indian Institute of Technology (Indian School of Mines), Dhanbad
The Office of Dean, Research & Development

Sanction No and Date: DRD/PROJECT/0272/2026-27 dated 07.05.2026	IIT (ISM) Project No. – MISC0272	Date: 17.05.2026
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“Scientific Officer / Manager (CSR)” under Office of Dean (International Relations and Alumni Affairs) Sponsored Project.

Applications are invited under the sponsored project. The details of the project are as under:

Position	Scientific Officer / Manager (CSR)
Number of Position (s)	01 no.
Title of The Project	Institutional CSR Outreach and Industry Liaison Project
Name and address of contact person	Prof. Rajeev Upadhyay , PI & Professor & Dean (International Relations and Alumni Affairs), IIT (ISM), Dhanbad - 826 004, Jharkhand, Email: diraa@iitism.ac.in , Phone: +91-9430351877
Tenure of Project	One year with effect from June 01, 2026 or till the end of the project, whichever is earlier
Job Description (in maximum of 100 words)	○ Coordinate CSR outreach activities with industries, PSUs, and alumni networks. ○ Preparation of CSR proposals, presentations, reports, and communication documents. ○ Systematic follow-up with prospective CSR partners and stakeholders. ○ Facilitate conversion of CSR leads into funding support for the Institute. ○ Maintain records, MIS, and progress reports related to CSR engagement activities. ○ Coordinate meetings, visits, and interactions with industry representatives and alumni. ○ Support branding, communication, and relationship management initiatives of the Office of Dean (IRAA).
Essential Qualification	MBA / PG Degree in Management or equivalent qualification from a recognized Institute/University. Experience in CSR fundraising, industry liaison, corporate engagement, institutional outreach, or related areas, preferably with exposure to PSUs/corporate sector.
Desirable Qualification	● Excellent communication and drafting skills. ● Strong follow-up and coordination abilities. ● Experience in proposal preparation and stakeholder management. ● Proficiency in MS Office, presentation tools, and report preparation. ● Ability to work independently and travel, if required.
Age and Relaxation (if any)	Preferably below 35 years
Salary	Consolidated remuneration of Rs. 70,000/- per month
Last Date and Time	26.05.2026 & 6.00 PM
● How to apply: Interested candidates may send their applications with self-attested copies of all degree certificates (from class 10th onwards) through email to the Principal Investigator (diraa@iitism.ac.in). Eligible and shortlisted candidates will be notified for an interview through email. The interview will be held through offline mode. ● Eligible and shortlisted candidates are required to submit the bio-data enclosed with relevant supporting documents regarding age, qualification, experience etc. at the time of interview. They are also required to bring original certificates and supporting documents for verification at the time of interview. ● Mere fulfillment of the minimum qualification does not guarantee for the interview. ● Candidates will be short listed based on their merit and as per the requirement of the project.	

- Candidates have to make their own arrangements for their stay at Dhanbad, if required.
- No TA/DA will be paid to attend the interview.
- The selected candidates will have to join in the project within 7 days of receipt of the appointment letter.

(Principal Investigator)