

POSITION FOR BUSINESS DEVELOPMENT & CORPORATE COMMUNICATIONS EXECUTIVE

IIT(ISM) Dhanbad, under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Department of Science & Technology (DST), Government of India, established the Technology Innovation in Exploration & Mining Foundation (TEXMiN) as a Section 8 not-for-profit company to advance technology innovation, translation, and deployment across the mining sector.

Building on its initial mandate as a Technology Innovation Hub (TIH) focused on Exploration & Mining, TEXMiN has since been upgraded by DST to a Technology Translation Research Park (TTRP), significantly expanding its mandate across the mining and mineral value chain — from exploration and mining to mineral processing and beneficiation.

As a TTRP hosted at IIT(ISM) Dhanbad, TEXMiN serves as a collaborative platform connecting academia, industry, government, start-ups, and technology partners for technology development, validation, demonstration, commercialization, start-up incubation, capacity building, and industry deployment. Its focus encompasses emerging and strategic areas, including Mining 4.0, AI/ML, cyber-physical systems, automation and robotics, digitalization, critical minerals and rare earth elements, mineral beneficiation, circular economy, mine safety, sustainability, and mine repurposing.

TEXMiN is looking for a dynamic Business Development & Corporate Communications Executive (BD & CCE) for the company's Mining Industries, responsible for various mining-related development projects. The details of the post are as follows:

Position	Business Development & Corporate Communications Executive
Number of Position (s)	01
Company	TEXMiN Foundation, IIT (ISM) Dhanbad
Sponsoring Agency	DST, GoI
Tenure	Initially for a period of 2 years or till project tenure (Renewable/extendable based on annual performance)
Job Description	○ Maintain lead and partner databases. ○ Follow up with leads and coordinate meetings. ○ Prepare presentations, documentation and meeting materials. ○ Keep the TEXMiN portfolio information updated. ○ Coordinate with internal teams for business development activities. ○ Track key developments across TEXMiN's projects, partnerships, startups, events, and initiatives, and coordinate with teams to gather relevant information and updates. ○ Provide brief inputs, background information, and updates for corporate communication initiatives. ○ Support the preparation of communication briefs, presentations, brochures, and other corporate materials. ○ Provide relevant photographs, videos, facts, and supporting information to the communication team.

	○ Maintain updated information on TEXMiN's key initiatives, portfolios, and achievements. ○ Support TEXMiN's participation in trade fairs, expos, conferences, and industry events. ○ Coordinate event requirements, materials, stakeholder interactions, and on-ground activities. ○ Support visitor engagement, lead collection, and post-event follow-ups. ○ Coordinate with researchers, project teams, startups, industry partners, and internal teams. ○ Track meetings, follow-ups, activities, and business opportunities. ○ Support preparation of reports, trackers, and other documentation as required
Essential Qualifications	○ Bachelor's degree from a recognized university/institution, or an equivalent qualification.
Essential Experience	○ 3 years of experience in business development, account management, inside sales, client coordination, communications, events, road show, or a related role. ○ Strong verbal and written communication skills. ○ Working knowledge of Canva, PowerPoint, and basic office productivity tools. ○ Hands-on experience in creating impactful flyers, brochures, leaflets, digital/print collaterals, and sales & business development support materials. ○ Professional and comfortable interacting with clients, partners, and senior stakeholders. ○ Strong coordination, follow-up, and organizational skills. ○ Ability to understand and communicate TEXMiN's offerings and portfolios effectively. ○ Interest in technology, innovation, startups, and industry.
Desirable Experience	○ Proactive, organized professional to support its business development, inside sales support, corporate communication, and stakeholder engagement activities and events - day-to-day coordination.
Maximum Age limit	40 years
Salary	Rs. 40,000-50,000/- per month (consolidated) with 3-10% increment based on performance
Method of Recruitment	Online/Offline
Apply to	TEXMiN Foundation through email texmin@iitism.ac.in
Last Date & Time	October 23, 2026
• Candidates are requested to apply along with a recent updated CV along with enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc., through e-mail (texmin@iitism.ac.in) with a subject line: “Business Development & Corporate Communications Executive”. • The shortlisted candidates will be informed through email for attending the interview. The selected candidate will be required to bring the original certificates and supporting documents for verification at the time of joining. • The post is purely temporary and co-terminus with the completion of the tenure of the candidate, however, continuation of the person in the TEXMiN Foundation subject to his/her satisfactory performance. • For further details, candidates may contact through email: texmin@iitism.ac.in	

***GENERAL INSTRUCTIONS TO THE CANDIDATES**

1.	(a) The TEXMiN reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. (b) Fulfilment 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. (c) The TEXMiN reserves the right for an exceptionally meritorious candidate, the selection/scrutiny committee may relax the essential experience. (d) The TEXMiN 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. (e) All advertised positions are purely temporary and contractual in nature, and the selected candidates cannot claim for appointment against any regular positions in the Institute/ TEXMiN. (f) The engagement of all advertised positions will be subject to their medical fitness and Police Verification. (g) The TEXMiN reserves its right to terminate the contractual engagement of all advertised positions by giving one month notice or one month's remuneration in lieu thereof without assigning any reason. (h) Leave is not a matter of right. However, all advertised positions may be allowed 30 days' Casual Leave in a calendar year. 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 for payment of any cash equivalent in lieu of unutilized leave. (i) All advertised positions will not be entitled for any accommodation or any other type of allowance. (j) All advertised positions may apply for termination of their contractual engagement on two months' notice. However, their relieving will be subject to the condition that the work being undertaken by them does not get hampered and that an alternative arrangement has been made by the TEXMiN prior to his/her relieving. (k) The TEXMiN reserves the right to impose any other reasonable conditions to safeguard the interests of the TEXMiN, IIT ISM Dhanbad.
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 TEXMiN, IIT ISM Dhanbad reserves the right to assign/ transfer the selected candidates to any section/department within the TEXMiN, IIT ISM Dhanbad and engagements will be offered accordingly.
4.	The shortlisted candidates will be called for an Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the interview. The Committee constituted to conduct the Practical Trade Test and Written Test will decide the minimum qualifying marks for Written & Practical Trade Test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.
5.	i) Applications received after the closing dates and incomplete applications will be summarily rejected.

	ii) The applicants should keep visiting the website of the TEXMiN and IIT (ISM), Dhanbad for any information related to the recruitment process.
	iii) TEXMiN 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(s) 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.
6.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.