

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Advertisement

Officer on Special Duty (OSD) for Scientific Program Management (on contract basis)

for

IMPacting Research INnovation and Technology (IMPRINT) **(<http://imprint-india.org/>)**

Applications/nominations are invited from eligible candidates for recruitment of an **Officer on Special Duty (OSD) for Scientific Program Management** (on contract basis) for the IMPRINT project registered in the office of Dean, (R&D) at IIT Kanpur. The said OSD will supervise and coordinate all activities concerned with IMPRINT. A person working in the government sector may join on deputation/lien, if selected.

IMPRINT or IMPacting Research INnovation and Technology (<http://imprint-india.org/>) is a national initiative steered by MHRD to translate research and innovation in engineering and technology into viable technology through time bound and technology delivery oriented sponsored projects as a team work drawing strength from various centrally funded engineering institutions (IITs, IISc, NITs, etc) in collaboration with R&D organizations, government agencies, private institutions and industry. IIT Kanpur is the National Coordinating Institute for IMPRINT.

The main assignment and responsibilities of the OSD will be:

1. To provide technical and administrative support to the National Coordinator (Director, IIT Kanpur).
2. To organize and maintain records of all official events, meetings and reviews.
3. To maintain close coordination work with the Ministry, industry, Apex Committee, Domain/Domain Expert Committee(s) (DEC) Chairperson and Coordinators and all relevant stake holders.
4. To help regular monitoring and coordination with the Project Investigators (PIs) of all projects of IMPRINT.
5. To supervise information dissemination and publicity campaign for IMPRINT.
6. To carry out all other jobs assigned by the National Coordinator as and when necessary.

The job requires adequate qualification, expertise and experience (preferably in Government Sector). Important information related to the post are given below:

Post: Officer on Special Duty (OSD) for Scientific Program Management - one

Essential/Minimum Qualification: PhD in Engineering or Science (any discipline) from a recognized university in India or abroad

Appointment Type: On contract for one year, extendable up to 3 years (deputation/lien allowed)

Age: 45-55 years preferable

Experience: Minimum 10 years experience in scientific project management, technology development, intellectual property/portfolio management, project proposal and report writing, conducting publicity or awareness campaign, conference/media management, etc

Desirable: It is desirable that the candidate possesses excellent writing and oral communication skill in English, well conversant in IT tools and modern communication networking/publicity media/tools/platforms, web portal management system and competent in technical proposal/report writing and vetting mechanism

Pay scale: The post carries a grade pay of Rs. 8900/- (37400-67000 8900 PB-4) with admissible allowances as per 6th pay commission norms.

Facility: Accommodation will be provided on campus as per Institute rules.

Please note that the above post is meant purely for MHRD funded IMPRINT project held at IIT Kanpur and is not a regular post of IIT Kanpur. Persons holding regular position may join on deputation/lien from his/her parent organization. The OSD will be selected and governed by MHRD norms operational at IIT Kanpur.

Interested candidates may apply to the Director, IIT Kanpur (National Coordinator IMPRINT), IIT Kanpur, Kanpur-208016 through email to imprint@iitk.ac.in, or, through speed post so as to reach us latest by 15th July 2016. Nomination by an Institute/Department Head for deputation/lien/transfer is also permissible. Production of 'no objection certificate' at the time of interview will be required for applicants from government agencies.

Important dates/deadline:

Last date for receipt of application	15 th July 2016
Short listing of the applications	17 th July 2016
Intimation of shortlisted candidates directly by email and through website	18 th July 2016
Interview for the shortlisted candidates	Between 25 th and 31 st July 2016
Commencement of assignment	1 st August 2016

APPLICATION FORMAT

1. Full name (Surname in CAPITAL) with attribute (Prof/Dr/Mr/Ms)
2. Present designation and affiliation/organization with address
3. Present pay
4. Academic background (university degrees only)
5. Professional experience (organization, designation, period (from-to), job/role)
6. Awards/distinction/prizes
7. List of major project assignments handled in last 10-15 years
8. Publications/articles/patents/reports/manuals (10 best only)
9. A 200 word essay on “why I am interested in and suitable for OSD, IMPRINT”
10. Any other item that you wish to inform
