INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Continuing Education (CE)

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Advt. No.: Rectt.-CEP-SG-1/01/Non-Teaching/2026, Date: 30/10/2026

Applications are invited on prescribed format for the following assignment on purely temporary contract basis in time bound research project undertaken in the School of Electrical and Computer Sciences of this Institute.

1.	Name of the Temporary Assignment	:	**i. Project Manager– 1 Post** **ii. Junior Technical Superintendent – 1 Post** **iii. Multi-Tasking Staff– 1 Post**
2.	Title Project	:	Capacity Development Program on "Strengthening Capacities in Renewable Energy Technology. Policy, Strategy ,Research Methodology and Pedagogical Skills
3.	Name of the Sponsoring Agency	:	Deutsche Gesellschaft fur International Zusammenarbeit (GIZ) GmbH, Dag – Hammarskjold-Weg 1-5,65760 Eschborn Federal Republic of Germany
4.	Emolument (consolidated)	:	**i. Project Manager– Rs. 45,000 to Rs. 52,000/- per month** **ii. Junior Technical Superintendent – Rs. 40,000/- to Rs. 46,000/- per month** **iii. Multi-Tasking Staff– range between Rs 20,000/- to Rs. 25,000/- per month)**
5.	Educational Qualification and Experiences	:	**I. Project Manager:** • B.Tech/M.Tech or equivalent in disciplines such as Electrical Engineering/Electrical & Electronics Engineering/Power Engineering/Energy Engineering/Electronics & Communication or equivalent, with at least 60% marks or equivalent grade. • Proficiency in computer applications and office productivity tools is essential. • A minimum of 2 years of post-qualification professional experience in academic /R&D institutes, Research/administrative or managerial roles within Centrally Funded Technical Institutes (CFTIs), Public Sector Undertakings (PSUs), or similar organizations. • If a Candidate is applying with a B.Tech/BE degree it is preferable to have a Valid GATE score. **II. Junior Technical Superintendent:** • B.Tech/M.Tech or equivalent in disciplines such as Electrical Engineering/Electrical & Electronics Engineering/Power Engineering/Energy Engineering/Electronics & Communication Engineering or equivalent, with at least 60% marks or equivalent grade. • Proficiency in computer applications and office productivity tools is essential. • If a Candidate is applying with a B.Tech/BE degree it is Preferable to have a Valid GATE score.

			• It is desirable but not mandatory to have post-qualification professional experience in academic /R&D institutes, administrative or managerial roles within Centrally Funded Technical Institutes (CFTIs), Public Sector Undertakings (PSUs), or similar organizations. **iii. Multi-Tasking Staff:** • Passed 10+2 (Higher Secondary) from a recognized Board/Institution • Preferable to have a Diploma in Electrical Engineering/Electrical & Electronics Engineering/Power Engineering/Energy Engineering/Electronics & Communication Engineering • Working knowledge of MS Office (MS Word, MS Excel, and MS PowerPoint). • Basic computer proficiency, including internet and email usage. • Experience in office administration, record maintenance, data entry, and documentation in research projects/institutions will be preferred. • Good communication and organizational skills.
6.	Desirable Knowledge and Job Description	:	**Project Manager/Junior Technical Superintendent**: As the Project Manager/Technical Superintendent, the individual will play a pivotal role in overseeing the day-to-day operations of the project at IIT Bhubaneswar as well as other venues as required, while assisting the Principal Investigator of the project in different activities. This position requires a dynamic professional who will be responsible for managing administrative processes, maintaining project documentation, organising events, and supporting research and project staff onboarding. The role also involves maintaining compliance, managing resources and assets, preparing reports, and facilitating seamless communication between interdisciplinary teams as well as different Government, Public and private entities. With a focus on operational excellence, the individual will support the project's objectives, including the mission of fostering cutting-edge research and capacity-building activities. This position is ideal for candidates with strong organizational skills, a collaborative mindset, and experience in R&D or academic environments. The employee shall also perform any other duties assigned by the Principal Investigator (PI) from time to time. **Multi-Tasking Staff:** The position involves providing administrative and clerical support to the project, maintaining project-related documents, files, and records, and performing data entry and preparing reports using MS Word, Excel, and PowerPoint. The role also includes assisting the Principal Investigator of meetings, workshops, training programmes, and field activities; handling official correspondence, photocopying, scanning, printing, and filing; and supporting procurement, inventory management, and logistics as per project requirements. The employee shall also perform any other duties assigned by the Principal Investigator (PI) from time to time.

7.	Duration of Appointment	:	The appointment for the above contractual position will be initially for 12 (Twelve) months, which can be further extended subject to satisfactory performance, availability of funds and requirement in the project.
8.	Duration of the project	:	18 months starting from August 2026
9.	Age Limit	:	Not exceeding 40 years for (i) Project Manager; Not exceeding 35 years for (ii) Junior Technical Superintendent and (ii) Multi-Tasking Staff on the date of selection process.
10.	Selection Process	:	Note: 1) The qualifications and experience prescribed are the minimum. 2) Selection to the post will be done through written/interaction or both from among the shortlisted candidates. There is no need to send a hard copy of the application. The shortlisted candidates will be intimated through email for the interview. 3) Candidates belonging to SC/ST/OBC/PWD will be given age relaxation as per government rules.

Interested eligible persons may apply through online application system on or before **27th November 2026.**

To complete the registration process, please visit the Institute's website: **www.iitbbs.ac.in**. After entering the website, go to the '**Jobs**' tab at the top then select the option **'Recruitment for Project Staff** ' and fill up the online application form after completion of registration process.