भारतीय प्रौद्योगिकी संस्थान

IIT INDIAN INSTITUTE OF TECHNOLOGY BANARAS HINDU UNIVERSITY

सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान
(काशी हिन्दू विश्वविद्यालय)
वाराणसी -२२१००५
DEPARTMENT OF CIVIL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI-221005

Secretariat for SLCR (Smart Laboratory on Clean Rivers) in Varanasi

Under Institutional Framework between National Mission for Clean Ganga (NMCG) and Indian Institute of Technology (BHU), Varanasi

Ministry of Jal Shakti has established a Secretariat for Smart Lab on Clean Rivers (SLCR) at IIT (BHU) under Institutional Framework between National Mission for Clean Ganga (NMCG) and Indian Institute of Technology (IIT), Banaras Hindu University (BHU), Varanasi, under Namami Gange Mission-II. The main aim of the SLCR is to bring global (including Indian) knowledge and solutions to holistic and sustainable rejuvenation of small rivers that are economically, environmentally and social sustainable in the local context.

To set up the team at SLCR, **applications** are invited from qualified candidates for the following positions. The total duration of the appointment shall be up to 3 years or co-terminus with the project duration. Please note that SLCR is free to set the benchmark and call only the eligible candidates above set benchmark for Test and/or Interview. Further, SLCR also reserves the right NOT to fill any of the posts advertised, in the event or exigency so decided without assigning any reason thereof.

S. No.	Positions	Essential Qualification (Please refer to Details in Annexure I)	No. of Posts	Upper Age Limit#	Monthly Salary
1.	Senior Project Manager (Consultant/Professional Grade-I)	MBA/PGDM (HR/Admin) and having 3-8 years of working experience	1	45 years	(₹ 80,000 - ₹ 1,45,000)
2.	Senior Project Scientist (Consultant/Professional Grade-I)	Ph.D. or equivalent degree and having 3-8 years of Research/Teaching experience	1	45 years	(₹ 80,000 - ₹ 1,45,000)

This team is largely responsible for facilitating and coordinating the project execution and monitoring facilitation. Expected task list (not exhaustive) is

1) Preparation of Holistic Plan and Call for Proposals (CFP)
2) Developing/curating the process/platform for proposal submissions, and hosting information on project related activities including milestones and outcomes validation.
3) Support towards Apex Committee in the
   a) Follow up actions driven for the outcomes and milestones of the projects.
   b) Timely execution and monitoring of the project
   c) Evaluation, and screening of projects and
   d) Review the progress of all projects.
   e) Handholding the projects
4) Documenting the activities related to the project including contracts and compliance.

5) Build a network of partners and collaborators that includes investors. industry partners, mentors and subject matter experts

6) Compilation of Progress Reports and UC (Utilization Certificate) periodically.

7) Project funds management at SLCR

8) Preparation of consolidated quarterly monthly/project reports

9) Execution of rollout plans at the end of the project period.

10) Any other as per the requirements

APPLICATION PROCEDURE

1. Candidates need to fill the Application Form (Format in Annexure -II) and prepare a single pdf file attaching all the requisite degrees/certificates. **The hard copy** of the form along with supporting documents must reach the following address by 10ˢᵗ November 2024.
   The Coordinator
   Smart Lab on Clean Rivers (SLCR)
   Department of Civil Engineering,
   IIT (BHU), Varanasi-221005
   Email: slcr@iitbhu.ac.in; slcr.varanasi@gmail.com

2. Candidates must also fill and submit the Google form: https://forms.gle/n8v64kP6epwTDhEA7.

3. IIT(BHU) has all rights to decide the duration of appointment in each position. The performance of project staff will be reviewed accordingly, and the positions may be extended for the total project duration.

4. Only shortlisted candidates will be communicated to appear in the interview and no other communications in this regard will be entertained. Candidates are requested to check their email regularly and visit https://www.iitbhu.ac.in/positions_available for any updates.

5. The candidate is expected to join with in a month, if selected.

6. No TA/DA will be paid for attending the interview.

7. Relaxation of marks and age may be granted to the SC/ST/OBC/EWS/Women/physically challenged Candidate. (as per GOI norms)

8. The Selection committee has the discretion to restrict the number of candidates to be called for interview to a reasonable limit by qualifications and experience higher than the minimum prescribed in the advertisement

9. The Selection committee reserves its right to not fill the position if no suitable candidate is found.

Notes:
Starting date of application: 15.10.2024
Last date of application: 10.11.2024

1	**Senior Project manager (Professional Grade-I)**

The Senior Project Manager is a key leadership role that ensures the efficient and effective operation of the SLCR. This role requires *administrative expertise, leadership skills, and the ability to manage a diverse set of responsibilities* to support the organization's projects and initiatives.

Job Description

SLCR proposes to engage a Senior Project Manager to manage the secretariat functions related to Administration, Human Resources, IT and Legal verticals in the **SLCR. This is a full-time role for temporary project post at the SLCR.** The Senior Project Manager in **SLCR** is responsible for overseeing and managing all secretariat-related functions, administrative operations, and general financial/budget activities. This role plays a crucial part in ensuring efficient administrative and financial/budget management, enabling the successful execution of projects/AI projects and the achievement of **SLCR** objectives.

Essential Qualifications and Experience

I. MBA/PGDM (HR/Admin)

II. 6-8 years of working experience including minimum 4 years in Government-Agencies/Institutions. Experience should be able to demonstrate skills in administration, leadership and communication, organizational and multitasking abilities.

Desirable

I. Experience with cross-sector project management.

II. Minimum 3 years in government agencies/institutions.

III. Time management skills to support project planning and execution.

IV. Knowledge of relevant regulations and compliance standards is desirable.

V. Experience with PFMS (Public Finance Management System) and GFRs is desirable.

VI. Excellent analytical, problem solving, management and communication skills.

Key Responsibilities

(i) **Administrative Management:** Supervise and lead a team of project managers and associates. Ensure the smooth functioning of the secretariat and administrative processes. Manage office facilities, equipment, and supplies to maintain a conducive work environment. Ability to support the Chief Project Coordinator of SLCR in overall project management, coordinating cross-sector projects, and mentoring the project managers and associates. Effective stakeholder management with relevant ministries, industry ecosystem relevant to the project and Centers of excellence. Proficiency in facilitating collaboration and knowledge sharing amongst various Centers of Excellence.

(ii) **General Management:** Develop, monitor, and manage the budget for the Central Project Monitoring Unit. Oversee financial operations, including expense tracking, procurement, and vendor management. Skillful allocation of resources and budget management for efficient project execution.

(iii) **Documentation and Record Keeping:** Implement document management and archiving procedures for easy retrieval of critical information including related to projects and unit operations. Provide administrative data/ MIS for senior management decision-making.

(iv) **Meeting Coordination:** Coordination of meetings, conferences, and events related to the unit's activities with team members.

(v) **Communication and Correspondence:** Facilitate effective communication between the unit and external stakeholders.

(vi) **Personnel Management:** Oversee HR-related functions within the unit, including recruitment, onboarding, and staff development. Promote a positive work environment and mentor junior project team and staff. Looking after training needs of the team and staff of SLCR towards human resource development of the SLCR staff.

(vii) **Policy and Procedure development:** Develop and implement internal processes and guidelines as needed and knowledge of preparation of SOPs.

2 Senior Project Scientist (Professional Grade-I)

The Senior Project Scientist (Professional Grade-I) is a senior-level role within the SLCR, responsible for leading advanced research and scientific activities related to the clean rivers initiative. This role requires a Ph.D. or equivalent degree and 6-8 years of research and teaching experience. The Senior Project Scientist will play a pivotal role in shaping the scientific direction of the project, ensuring the integration of cutting-edge research into practical solutions for river rejuvenation. **This is a full-time role for temporary project post at the SLCR for the duration of the project.**

Essential Qualifications and Experience:

1. **Education:** Ph.D. or equivalent degree in a relevant field (e.g., Environmental Science, Hydrology, Ecology, or a related Science discipline).

2. **Experience:** 6-8 years of research and teaching experience, with a proven track record in scientific research, project management, and academic contributions.

Desirable:

1. **Skills:** Demonstrated expertise in research methodologies, data analysis, and the application of scientific principles to practical problems.

2. **Research Expertise:** Advanced knowledge and experience in rive Engineering, environmental management, or related fields. Experience in implementing and managing research projects and collaborating with academic and research institutions. **Publications:** A strong publication record in peer-reviewed journals and contributions to scientific conferences.

3. **Leadership Skills:** Proven ability to lead research teams, manage complex projects, and mentor junior researchers and staff.

4. **Communication & Technical Skills:** Excellent written and verbal communication skills, with the ability to present complex scientific concepts to diverse audiences. Proficiency in relevant scientific software, data analysis tools, and research methodologies.

Key Responsibilities:

i. **Research Leadership:** Lead and oversee advanced research projects related to river rejuvenation and environmental management. Design and implement research methodologies, analyse data, and develop innovative solutions.

ii. **Project Management:** Manage research activities, including project planning, execution, and evaluation. Coordinate with other project teams and stakeholders to ensure alignment with SLCR objectives.

iii. **Collaboration:** Collaborate with national and international research institutions, government agencies, and other stakeholders to advance scientific knowledge and apply research findings to practical challenges.

iv. **Publication and Dissemination:** Publish research findings in peer-reviewed journals, present at conferences, and contribute to scientific reports and documentation.

v. **Mentorship:** Provide guidance and mentorship to junior researchers, project staff, and students. Foster a collaborative and productive research environment.

vi. **Strategic Planning:** Contribute to the strategic planning and development of the SLCR initiative. Provide scientific expertise to inform decision-making and policy development.

vii. **Stakeholder Engagement:** Engage with external stakeholders, including policymakers, community groups, and industry partners, to promote the application of research findings and facilitate knowledge transfer.

Annexure II

APPLICATION FOR the post of...**POSITION (under SLCR)**

1. Full Name:	
2. Date of Birth:	Photograph (Please paste/insert a recent passport size photograph)
3. Sex (M/F/Others):	
4. Category (GEN/SC/ST/OBC):	
5. Physically Handicapped (Y/N):	
6. Marital Status:	
7. Name of Father/Mother:	
8. E-mail Address:	

9. Whether currently employed (if YES, give details of your current employer):

10. Address of Correspondence (including phone No):

11. Academic Records: (a) GATE/CSIR-NET qualification details with percent marks/Rank, year of qualifying, etc.:

(b) Qualifying Degree (starting from High School or equivalent, Attested copies to be enclosed):

Degree	School/ University	Year	Subjects	CGPA/(%)	Division
PhD					
M.Tech/M.E./MBA					
B.Tech/B.E./Graduation					
12th or Equiv.					
10th or Equiv.					
Any other					

12. Work Experience (starting with most recent experience; add rows if required):*

S. No.	Organization	Designation	Date (From and To)

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वाराणसी -२२१००५
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SLCR (Smart Laboratory on Clean Rivers)   Email: slcr.varanasi@gmail.com

13. Software Proficiency:

14. Details of Project carried out (if any)*

S. No.	Title of Project	Supervisor's name	Duration

15. Name and address of two referee along with phone number and e-mail address*:

*Attach separate sheet if required

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date: Place: Signature