



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 + HRA
1.	Project Attendant	Graduate Degree in any discipline	2	50 Years	₹ 18,000/- + HRA
2.	Project Assistant	Graduation in Science or Engineering fields/BCA/3 years diploma in Engg. & Technology.	2	50 years	₹ 20,000/- + HRA
3.	Project Assistant (Admin/Accounts)	Graduate Degree in Commerce/ Business Administration/Finance with 1-2 years' experience.	2	50 years	₹ 20,000/- + HRA
4.	Junior Research Fellow (JRF)	Master's degree in science and Engg. Candidate should qualify GATE/NET or any equivalent national level examinations conducted by the central government departments/agencies/Institutions such as DST, DBT, IITs etc.	1	28 years	₹ 37,000/- + HRA
5.	Research Associate-I	Ph.D. or equivalent degree or having 3 years of research and teaching experience after M.Sc/M.Tech with at least 1 paper in SCI Journal	2	40 years	₹ 58,000/- + HRA
6.	Research Associate-III	Ph.D. or equivalent degree with 1 years of experience in a relevant field or 4 years of research and teaching experience after M.Sc/M.Tech with at least 1 paper in SCI Journal	1	40 years	₹ 67,000 /- + HRA

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

- 1) 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.



SLCR (Smart Laboratory on Clean Rivers)

Email: slcr@iitbhu.ac.in

- 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)
- 7) Project funds management at SLCR
- 8) Preparation of consolidated quarterly 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 10th 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. HRA will be given as per the Government norms
10. 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



Annexure I

1	Project Attendant
	<p>The Project Attendant is an essential support role within the SLCR, providing logistical and operational assistance to ensure the smooth execution of daily activities within the SLCR. This role is crucial for maintaining the overall efficiency of the office and supporting the diverse functions and initiatives undertaken by the SLCR.</p> <p>This is a full-time, temporary role. The Project Attendant will work closely with project managers, associates, and other team members to facilitate smooth operations and assist in a variety of tasks necessary for the successful implementation of SLCR projects.</p> <p>Desirable Qualifications and Experience:</p> <ol style="list-style-type: none">1. Prior experience in an administrative or support role, preferably within a project-based environment or government sector.2. Strong organizational and multitasking abilities.3. Basic proficiency in office software, such as Microsoft Word, Excel, and email applications.4. Ability to communicate effectively and professionally, both verbally and in writing.5. Experience in handling office equipment and managing supplies.6. Familiarity with basic financial procedures.7. Knowledge of filing systems and document management.8. Understanding of government protocols and procedures. <p>Key Responsibilities:</p> <ol style="list-style-type: none">i. Administrative Support: Assist with daily office operations, including filing, photocopying, scanning documents, and maintaining organized records. Help prepare and distribute documents, reports, and other materials as required by the CPMU team.ii. Logistical Assistance: Arrange for the delivery and distribution of office supplies and equipment. Coordinate with vendors and service providers for maintenance and repairs of office facilities and equipment.iii. Meeting and Event Support: Assist in the preparation and organization of meetings, conferences, and events. Set up meeting rooms, ensure all necessary materials are available, and provide logistical support during events.iv. Communication: Assist in managing incoming and outgoing correspondence, ensuring accurate and timely communication.v. Facility Management: Maintain the cleanliness and organization of the office and meeting areas. Ensure that all office equipment is functioning properly and report any issues to the administrative manager.vi. Assistance to Staff: Provide general support to project managers, associates, and other team members as needed. This may include running errands, making travel arrangements, and assisting with other tasks to facilitate project execution.vii. Compliance and Security: Ensure adherence to SLCR's safety, security, and confidentiality policies. Help maintain a secure environment by monitoring access to office premises and reporting any suspicious activities.
2	Project Assistant
	The Project Assistant is a key support role within the SLCR, designed to assist in the technical and



administrative functions of ongoing projects within the SLCR. This position requires a solid educational background in science or engineering, providing essential technical support and contributing to the efficient execution of project activities. This is a full-time, temporary position. The Project Assistant will work closely with project managers, associates, and other team members to ensure the smooth implementation and management of SLCR projects, particularly in the areas of data collection, analysis, documentation, and technical support. Carry out any other activity as desired by senior SLCR management official and Project coordinator.

Desirable Qualifications and Experience:

1. **Technical Skills:** Basic proficiency in data analysis tools and software, as well as a good understanding of technical documentation and reporting.
2. **Communication Skills:** Strong verbal and written communication skills, with the ability to present technical information clearly and concisely.
3. **Technical Certifications:** Any additional certifications in relevant technical fields or project management would be advantageous.
4. **Software Proficiency:** Experience with specialized software related to engineering, science, or project management (e.g., SWAT, QGIS, ArcGIS, CAD, Remote Sensing, project management software).
5. **Analytical Skills:** Strong analytical and problem-solving skills, with the ability to interpret complex data sets and provide actionable insights.

Key Responsibilities:

- i. **Technical Support:** Assist in the collection, analysis, and interpretation of data related to various projects. Support project managers and technical teams in developing technical solutions and documentation.
- ii. **Documentation and Reporting:** Prepare technical reports, project documentation, and presentations.
- iii. **Project Coordination:** Assist in the coordination of project activities, including scheduling meetings, preparing agendas, and maintaining project timelines. Collaborate with team members to ensure smooth workflow and communication.
- iv. **Data Management:** Manage and organize project data, including maintaining databases, spreadsheets, and other digital records. Ensure data accuracy and integrity throughout the project lifecycle.
- v. **Fieldwork Support:** Provide technical support for fieldwork activities, including setting up equipment, collecting samples, or conducting measurements as required by the project.
- vi. **Administrative Support:** Assist with general administrative tasks, such as coordinating travel arrangements, managing project-related correspondence, and handling logistics for project events or workshops. Experience with PFMS (Public Finance Management System) and GFRs is desirable.

3 Project Assistant (Admin/Accounts)*

The **Project Assistant (Admin/Accounts)** role is a vital support position within the SLCR, responsible for assisting in the administrative and financial management of projects. This role requires a graduate degree in Commerce, Finance, or Business Administration and some relevant experience, enabling the Project Assistant to support the effective execution of project activities, particularly in accounting, financial management, and administrative tasks. This is a full-time, temporary position. The Project Assistant (Admin/Accounts) will ensure accurate financial record-keeping, assist in budget management, and contribute to the smooth administrative operation of the SLCR. Carry out any other activity as desired by senior SLCR management official and Project coordinator.



Desirable Qualifications and Experience:

1. **Administrative Skills:** Strong organizational and multitasking abilities, with attention to detail and the ability to manage multiple priorities effectively.
2. **Financial Skills:** Basic understanding of accounting principles, financial reporting, and budgeting processes. Proficiency in accounting software and tools (e.g., Tally, QuickBooks, MS Excel). Experience with PFMS (Public Finance Management System) and GFRs is desirable.
3. **Communication Skills:** Strong verbal and written communication skills, with the ability to handle sensitive information professionally.
4. **Certifications:** Additional certifications in finance, accounting, or project management would be advantageous.
5. **Software Proficiency:** Experience with financial management software and office productivity tools (e.g., MS Office, Google Workspace).
6. **Analytical Skills:** Good analytical and problem-solving skills, with the ability to interpret financial data and provide insights for decision-making.

Key Responsibilities:

- i. **Financial management, Record-Keeping and preparing:** Maintain accurate financial records, financial reporting, budget management, Minutes of Meeting, maintain and manage records, documents, and reports related to projects, maintain accounts payable and receivable, ledgers, and financial statements. Ensure all financial transactions are properly recorded and documented, ensure compliance with GFR/ Govt of India rules and regulations/MoE guidelines in the initiative/ audits etc and other works related to finance.
- ii. **Budget Management Support:** Assist in the preparation, monitoring, and management of project budgets. Track expenses against the budget and provide regular updates to senior management, prepare regular reports on unit activities, expenses, and budget utilization, prepare agendas, record of discussions (RoDs), minutes, and relevant documentation for meetings and works related to budget.
- iii. **Invoice and Payment Processing:** Process invoices, manage vendor payments, and ensure compliance with organizational policies and procedures. Coordinate with the finance team to resolve any discrepancies.
- iv. **Financial Reporting:** Prepare financial reports, summaries, and statements for project activities.
- v. **Audit Preparation:** Assist in preparing for audits by ensuring all financial documents are organized, complete, and accessible.
- vi. **Compliance and Documentation:** Ensure adherence to financial regulations, organizational policies, and standard operating procedures, draft report / noting / letters.
- vii. **Communication and Coordination:** Liaise with internal and external stakeholders to support financial and administrative operations. Facilitate effective communication between the project team and other departments, as well as external partners.
- viii. **General Office Management:** Assist in managing office facilities, supplies, and equipment. Ensure the smooth day-to-day operation of the office environment to support project activities. Manage invitations, logistics, and post-meeting follow-ups. Handle official correspondence, both incoming and outgoing, ensuring professionalism and accuracy. Ensure compliance with organizational policies, procedures, and regulations. Prepare training calendar for SLCR staff.

*Responsibilities will be as per Admin/Accounts profile and as per SLCR Project coordinator.

4 Junior Research Fellow (JRF)



The **Junior Research Fellow (JRF)** position is a key role within the Smart Laboratory on Clean Rivers (SLCR) project, designed for individuals with a Master's degree in Science or Engineering. This role focuses on conducting scientific research and supporting the development of innovative solutions for the rejuvenation of small rivers. The JRF will work closely with senior researchers to contribute to research activities and advance the objectives of the SLCR project.

This full-time, temporary position will support various research initiatives aimed at improving the management and health of small rivers. The JRF will assist in data collection, analysis, and the development of research findings.

Desirable Qualifications and Experience:

1. **Experience:** Prior research experience in the relevant research fields (Hydraulics/River Engineering/Water Resources/GIS) is desirable.
2. **Research Skills:** Understanding of river ecosystems, water quality assessment, and environmental science. Experience with fieldwork and environmental monitoring.
3. **Technical Skills:** Proficiency in statistical software, data analysis tools, Python, and GIS.
4. **Communication Skills:** Strong written and verbal communication skills for reporting and presenting research findings.
5. **Analytical Skills:** Good problem-solving skills and the ability to interpret complex data.
6. **Personal Qualities:** Detail-oriented, proactive, and eager to contribute to innovative research solutions.

Key Responsibilities:

- i. **Research Support**
- ii. **Data Management**
- iii. **Literature Review**
- iv. **Collaboration**
- v. **Report Preparation**

5 Research Associate-I (RA-I)

The Research Associate-I (RA-I) role at the Smart Laboratory on Clean Rivers (SLCR) is a pivotal position designed for individuals with a Ph.D. or equivalent research experience, or those with 3 years of research and teaching experience after an M.Sc. or M.Tech. This role supports advanced research initiatives related to river management, water quality, and environmental sustainability, GIS, Remote Sensing or related fields. The RA-I will contribute significantly to high-level research projects, data analysis, and the development of innovative solutions for river rejuvenation. This full-time position involves leading research projects, analyzing complex data, and contributing to scientific publications. The RA-I will work closely with senior researchers and project teams to advance the SLCR's goals of sustainable river management and ecological restoration.

Desirable Qualifications and Experience:

1. **Experience:** Demonstrated research experience in a relevant field, including publications in peer-reviewed journals.
2. **Research Skills:** Expertise in GIS/Remote Sensing/river ecosystems, water quality analysis, and sustainable environmental practices. Experience with advanced research methodologies and data analysis techniques.
3. **Technical Skills:** Proficiency in using scientific software, statistical tools, and research equipment. Experience with GIS, remote sensing, or other relevant technologies is a plus.



	<ol style="list-style-type: none"> 4. Communication Skills: Excellent written and verbal communication skills, with experience in preparing research papers, reports, and presentations. 5. Leadership Skills: Ability to lead research projects, supervise junior researchers, and collaborate with interdisciplinary teams. 6. Analytical Skills: Strong analytical and problem-solving abilities, with a capacity to interpret complex data and provide actionable insights. <p>Key Responsibilities:</p> <ol style="list-style-type: none"> i. Research Leadership: Lead and manage research projects related to river rejuvenation and environmental sustainability. Develop and implement research methodologies, design experiments, and conduct fieldwork. ii. Data Analysis: Analyse and interpret complex data sets related to water quality, river health, and ecological impacts. Utilize advanced statistical and analytical tools to support research findings. iii. Publications and Reporting: Prepare and publish research findings in peer-reviewed journals. Contribute to the preparation of technical reports, research papers, and project documentation. iv. Collaboration: Work closely with senior researchers, project teams, and external partners to advance research objectives. Participate in meetings, conferences, and workshops to share research outcomes and insights. v. Supervision and Mentoring: Supervise and mentor junior researchers, research assistants, and students. Provide guidance and support for their research activities and career development. vi. Administrative Support: Assist with project administration, including budgeting, scheduling, and reporting. Ensure compliance with research protocols, ethical guidelines, and organizational policies.
6	Research Associate-III
	<p>The Research Associate-III (RA-III) position at the Smart Laboratory on Clean Rivers (SLCR) is a senior research role designed for highly experienced professionals with a strong track record in research and development. This role is ideal for individuals with a Ph.D. or equivalent research experience, or those with extensive research and teaching experience beyond a Master’s degree. The RA-III will lead advanced research initiatives, contribute to high-level project management, and drive scientific innovation in the field of river management and environmental sustainability.</p> <p>Job Description: SLCR is seeking a highly skilled Research Associate-III to spearhead critical research projects, provide strategic guidance, and contribute to the development of cutting-edge solutions for river rejuvenation. This full-time position involves managing complex research activities, collaborating with interdisciplinary teams, and ensuring the successful execution of SLCR’s research objectives.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Research Excellence: Expertise in advanced river management techniques, water quality assessment, and sustainable environmental practices or similar domain. Experience with innovative research methodologies and interdisciplinary approaches. 2. Leadership Skills: Strong leadership capabilities with experience in managing research teams, mentoring junior researchers, and driving strategic research agendas. 3. Technical Proficiency: Proficiency in advanced scientific software, statistical tools, and research technologies. Familiarity with GIS, remote sensing, and other relevant technologies is advantageous. 4. Communication Skills: Exceptional written and verbal communication skills, with a history of publishing in top-tier journals and presenting at high-profile conferences.



5. **Project Management:** Proven experience in managing complex research projects, including budgeting, scheduling, and resource allocation. Ability to navigate regulatory and compliance requirements effectively.

Key Responsibilities:

- i. **Research Leadership:** Lead and oversee high-impact research projects related to river rejuvenation, water quality, and environmental sustainability and relevant field. Develop and implement innovative research methodologies and experimental designs.
- ii. **Project Management:** Manage project timelines, resources, and budgets to ensure successful completion of research objectives. Coordinate with internal and external stakeholders to align research activities with SLCR's strategic goals.
- iii. **Data Analysis and Reporting:** Analyze complex data sets and provide strategic insights to inform project decisions. Prepare comprehensive research reports, technical papers, and policy briefs for dissemination.
- iv. **Collaboration and Networking:** Foster collaborations with academic institutions, government agencies, and industry partners. Represent SLCR in conferences, workshops, and scientific meetings.
- v. **Mentoring and Supervision:** Mentor and support junior researchers, research assistants, and students. Provide guidance on research methodologies, data analysis, and career development.
- vi. **Strategic Planning:** Contribute to the development of strategic research plans and proposals. Identify funding opportunities and assist in securing grants and research funding.
- vii. **Administrative Support:** Ensure compliance with research protocols, ethical standards, and organizational policies. Assist in administrative tasks related to project management and reporting.



SLCR (Smart Laboratory on Clean Rivers)

Email: slcr@iitbhu.ac.in

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					
12 th or Equiv.					
10 th or Equiv.					
Any other					
12. Work Experience (starting with most recent experience; add rows if required):*					
S. No.	Organization	Designation	Date (From and To)		
13. Software Proficiency:					
14. Details of Project carried out (if any)*					



SLCR (Smart Laboratory on Clean Rivers)

Email: slcr@iitbhu.ac.in

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

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

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