### Secretariat for SLCR (Smart Laboratory on Clean Rivers) in 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. | Senior Project Manager (Professional Grade-I) | MBA/PGDM (HR/Admin) and having 3-8 years of working experience | 1 | 45 years | (₹ 80,000 - ₹ 1,45,000) + |
| 2. | Project Assistant (Admin/Accounts) | Graduate Degree in Commerce/ Business Administration/Finance with 1-2 years' experience | 1 | 50 years | ₹ 20,000/- + HRA |

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

1. Developing/curating the process/platform for proposal submissions, and hosting information on project related activities including milestones and outcomes validation.
2. Documenting the activities related to the project including contracts and compliance.
3. Build a network of partners and collaborators that includes investors. industry partners, mentors and subject matter experts
4. Compilation of Progress Reports and UC (Utilization Certificate)
5. Project funds management at SLCR
6. Preparation of consolidated quarterly project reports
7. Execution of rollout plans at the end of the project period.
8. 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 8nd May 2025.
    **The Coordinator**
    **Smart Lab on Clean Rivers (SLCR)**
    **Department of Civil Engineering,**
    **IIT (BHU), Varanasi-221005**
    **Email: slcr@iitbhu.ac.in**

                                        Or

    Candidates can submit the same PDF file containing the application form and supporting documents on the Given **Google Form.** https://forms.gle/TWf9XcM23vhwrrS2A.

2.  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.

3.  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.

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

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

6.  Qualification and age relaxation, as per government norms, is applicable for Female/SC/ST/PH/OBC-NCL candidates.

7.  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.

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

**Notes:**
**Starting date of application: 17/04/2025**
**Last date of application: 08/05/2025**

**Annexure I**

| 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.<br><br>**Job Description**<br>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.<br><br>**Key Responsibilities**: **Administrative Management, General Management, Documentation and Record Keeping, Meeting Coordination, Communication and Correspondence, Personnel Management, Policy and Procedure development.** |
| 2 | **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.<br><br>**Key Responsibilities: Financial management, Record-Keeping and preparing, Budget Management Support, Invoice and Payment Processing, Financial Reporting, Audit Preparation, Compliance and Documentation, Communication and Coordination, General Office Management.** |

**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) |
|---|---|---|---|
| | | | |

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*:**

## 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