



**IIT Ropar – Technology and
Innovation Foundation for
Agriculture and Water Technology
Development Hub (AWaDH)**

CIN: U80100PB2020NPL051623

A Technology Innovation Hub established by the
Department of Science & Technology (DST),
Government of India, in the framework of National
Mission on Interdisciplinary Cyber-Physical
Systems (NM – ICPS)

316/317, M. Visvesvaraya Block
Indian Institute of Technology Ropar
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**Call for the recruitment of a Project Coordinator
(Advt No.: PC/ 2024/04)**

Applications are invited for a Project Coordinator at IIT Ropar – Technology and Innovation Foundation.
Last Date for Application: 21.04.2024

IIT Ropar – Technology and Innovation Foundation (TIF) is a Section – 8 company founded to support the initiatives of the recently established Technology Innovation Hub – AWaDH (Agriculture and Water Technology Development Hub) at the Indian Institute of Technology Ropar in the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM – ICPS) by the Department of Science and Technology, Government of India. The TIF supports the R&D in the domain of Agriculture and Water and provides incubation support to technology-based start-ups towards sustainable agriculture and the environment.

IIT Ropar – TIF is looking for an enthusiastic and resourceful individual(s) to be a part of our journey towards a sustainable future.

Job description: Project Coordinator

Location: IIT Ropar - TIF

No of vacancy: One

Full time (on contract) position in IIT Ropar – Technology and Innovation Foundation (TIF), a section – 8 company: Initially for one year. It can be extended depending on the satisfactory performance.

Responsibilities

1. Project Planning: Developing project plans including scope, objectives, deliverables, timelines resources and budget.
2. Team Leadership: Leading and managing cross functional project teams including Hardware , Software developer ,designer, testers and to ensure successful project execution
3. Resource Management: Identifying and allocating resources including human resources, Software tools and infrastructure required for project implementation.
4. Communication: Facilitating clear and effective communication among project team members, stakeholder and client providing regular updates on project progress and addressing any concern or issue that arise.
5. Documentation & Reporting: Maintaining accurate project documentation including requirement, specification, design, documents, test plans etc.
6. Client Management: Building and maintaining positive relationship with clients understanding their needs and requirements and ensuring client satisfaction through the project life cycle..

Qualifications and Essential Skills

1. B.Tech/B.E. or M.Tech/M.E. in Electrical Engineering, CSE or equivalent qualification.
2. Minimum four years of relevant experience.

Remuneration:

- In the range of INR5-7 Lakhs per annum, negotiable depending on experience.
- Age: less than 40 years
- Suitable on-campus accommodation may be provided, based on availability.

How to Apply?

To apply, kindly fill up the Google form. Link is given below:

<https://bit.ly/TIF-ProjectCoordinator>

Terms and Instructions

1. Only shortlisted candidates will be contacted /informed through email.
2. TIF reserves the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence in support of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify all the documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled/terminated.