



# INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

## Research and Development (R&D)

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**Advt. No. : IITBBS/R&D/RP080/Rec/41/2017-18 Date 16.02.2018**

Applications are invited on prescribed format for the following assignment in a purely time bound research project undertaken in the School of Mechanical Sciences of this Institute.

1. Name of the Temporary Assignment :
  1. **Creative Associate [No. of position – 1]**
  2. **Technical Assistant [No. of position – 3]**  
**{Mechanical-1 + Electrical/Electronics-1 + Computer Science/ Computer Applications-1}**
  3. **Project Assistant [No. of position – 1]**
2. Name of the temporary research Project : “National Initiative for Design Innovation”.
3. Name of the Sponsoring Agency : MHRD, Govt. of India
4. Consolidated Fellowship :
  1. **Creative Associate: Rs. 24,000/- per month + HRA@20%**
  2. **Technical Assistant: Rs. 22,000/- per month + HRA@20% (Additional incentive of up to Rs. 3,000/- per month may be considered depending on years of experience.)**
  3. **Project Assistant: Rs. 18,000/- per month (Consolidated)**
5. Qualification & Experiences : See Annexure - I
6. Period of Engagement : One Year (Extendable depending on the performance in the project)

Interested eligible persons may apply through online and submit the hard copy of application form along with attested copies of testimonials to the undersigned on or before **8<sup>th</sup> March 2018** at the address: **Asst. Registrar (R&D), IIT Bhubaneswar, Toshali Bhawan, Satyanagar, Bhubaneswar - 751007.**

Sd/-  
Asst. Registrar (R&D)

## ANNEXURE I

### A. For the post of Creative Associate (No. of Position- 01)

#### Qualification & Experience:

1. Bachelor's degree (Preferably in Fine Arts) with at least 3 years of experience in the relevant field
2. Advanced Diploma in Multimedia
3. Proficiency in Adobe Illustrator, Adobe Photoshop, Corel Draw, etc.
4. Proficiency in Autodesk 3ds Max, Autodesk Maya, etc.
5. Experience in video editing and digital painting software packages

#### Desirable:

The applicants should:

1. Possess excellent communication, writing and PR skills.
2. Be computer savvy with high proficiency in MS Office, Excel and other typical business applications.
3. Be target oriented, confident, assertive and should have creative approach.
4. Possess the ability to coordinate with Senior and Junior members of the team effectively and articulate in an appropriate manner.
5. Possess skills in Fine Art.
6. Have experience in teaching, conducting workshops etc.

#### Job Description:

1. Manages daily operations in DIC responsible for creative works, including promotional activities.
2. Oversees print production, graphic arts, and desktop publishing.
3. Assists with audience research and develops creative briefs and design concepts to meet project objectives.
4. Familiar with a variety of the design concepts, practices, and procedures.
5. Relies on extensive experience and judgment to plan and accomplish set goals of the project.
6. Performs a variety of tasks. Leads and directs the work of others.
7. A wide degree of creativity and latitude is expected.
8. Typically reports to project coordinators.

### B. For the post of Technical Assistant: No. of Positions – 03 [01(Mechanical) + 01(Electrical/Electronics) + 01 (Computer Science/ Applications)]

#### Technical Assistant (Mechanical)

**Educational qualification:** ITI with Diploma in Mechanical Engineering or B-Tech in Mechanical Engineering

**Computer proficiency requirement:** SolidWorks, Auto Cad (2D&3D), MS word, MS excel & Power Point.

**Experience:** Minimum 5 years of experience in reputed industries/laboratories

**Age limit:** Less than 35 years as on the date of interview. Age relaxation can be considered in case of highly experienced candidates.

**Job description:**

1. Running machines/equipment (lathe, milling, shaping, soldering, welding, rapid prototype, CNC machines etc.)
2. Perform variety of role in Lab and inventory maintenance.
3. Should assist in evaluating manufacturability of various components.
4. Should handle hand power tools and hand tools and simple machine power tools to fabricate mechanical components
5. Should actively involve in all the projects undertaken by DIC.
6. Typically reports to project coordinators and Project Manager.

**Technical Assistant (Electrical & Electronics)**

**Educational qualification:** ITI with Diploma in Electronics/ Electrical Engineering or B-Tech in Electronics/ Electrical Engineering

**Computer proficiency requirement:** MATLAB & Simulink, MS word, MS excel & Power Point.

**Experience:** Minimum 5 years of experience in reputed industries/laboratories

**Age limit:** Less than 35 years as on the date of interview. Age relaxation can be considered in case of highly experienced candidates.

**Job description:**

1. Good knowledge of Electronic instruments i.e. Oscilloscope, Multimeter, AC / DC supply and power meters etc.
2. Perform variety of role in Lab and inventory maintenance.
3. Directly involved in doing soldering and de-soldering of components.
4. Adjust, test and repair equipment
5. Should handle hand power tools and hand tools and simple machine power tools to fabricate electronic components
6. Should actively involve in all the projects undertaken by DIC.
7. Typically reports to project coordinators and Project Manager.

**Technical Assistant (Computer Science/ Computer Applications)**

**Educational qualification:** BE/ B.Tech in CSE/IT/ECE or MCA or M.Sc / PG diploma in Computer Science

**Computer proficiency requirement:** C, C++, Java, Python, VRML, Android, PHP, MS word, MS excel & Power Point

**Experience:** Minimum 3 years of experience in software development.

**Age limit:** Less than 35 years as on the date of interview. Age relaxation can be considered in case of highly experienced candidates.

**Job description:**

1. Should upgrade and maintain the website of DIC.
2. Hardware/software support and assist in networking and any other related work assigned from time to time.
3. Support student projects involving coding requirements in C, C++, Java, Python, VRML, Android.
4. Typically reports to project coordinators and Project Manager.

**C. For the post of Project Assistant (No. of Position- 01)**

**Qualification & Experience:** BA or B. Com. Degree with at least 3 years of experience in reputed Institutes/organizations.

**Age limit:** Less than 35 years as on the date of interview.

**Desirable:**

The applicants should:

1. Possess excellent communication, writing and PR skills.
2. Be computer savvy with high proficiency in MS Office, Excel and other typical business applications.
3. Possess the ability to coordinate with Senior and Junior members of the team effectively and articulate in an appropriate manner.
4. ERP (Enterprise Resource Planning), Tally 9.0 and Internet.
5. Experience in report making and different aspects of purchasing and procurement of equipment and services.

**Job Requirement:**

1. Manages daily operations in DIC related to preparing, maintaining and processing files.
2. Taking care of finance and accounting work related to the project.
3. Assisting with audience research and develops creative briefs and design concepts to meet project objectives.
4. Report making, conduction of different events.
5. Coordinating different works, appointments, follow ups and managing students in DIC.
6. Typically reports to project coordinators and Project Manager.

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