



IIIT Bhubaneswar

Advertisement for Engagement of Consultants under Project Management Unit

International Institute of Information Technology Bhubaneswar (IIIT-Bh) was established by the Government of Odisha in 2006 and was converted to a unitary University in 2014. It is designed to be a premier Institute of Information Technology and related areas. IIIT-Bh aims to conduct outcome based higher learning, research, innovation, incubation and technology development in the field of Information Technology.

The aims to strengthen its institutional capacity and enhance its operational efficiency by establishing a dedicated **Project Management Unit (PMU)**. The PMU is envisioned to drive excellence in governance, infrastructure management, administrative efficiency, research promotion, and robust industry-academia linkages. By recruiting highly qualified consultants, the institute seeks to leverage contemporary expertise, streamline project implementation, and maintain alignment with current educational dynamics, ensuring sustained growth and continuous improvement across all institutional functions.

IIIT Bhubaneswar invites applications from qualified, dedicated and dynamic individuals for the following positions under the Project Management Unit (PMU) to be directly monitored by the Director.

Sl. No	Name of the Post	No. of posts	Consolidated Pay
1.	Sr Consultant, Training & Placement	01	Rs. 1,00,000/-
2.	Consultant Engineer	01	Rs. 70,000/-
3.	Consultant, Administration	01	Rs. 70,000/-
4.	Jr. Consultant, Administration	01	Rs. 50,000/-
5.	Technical Consultant	01	Rs. 70,000/-
6.	Sr Scientific Consultant	01	Rs. 1,00,000/-
7.	Consultant, Finance & Procurement	01	Rs. 70,000/-

1. Sr. Consultant, Training & Placement

Job Description

IIIT-Bh is looking for a qualified candidate to be appointed as a full-time Sr Consultant, Training & Placement. He/she will be responsible for handling all facets of campus placements including internships for UG/PG/PhD students by establishing fruitful connections with companies / educational Institutes. He/she will be responsible for making the students industry ready by arranging tests and group discussions, holding pre-placement talks, facilitating final interviews, and any other kind of recruitment related activities. The role also involves soft skill development of students and provide guidance to students seeking higher education.

Essential Qualifications & Experience:

- Bachelor's Degree in Engineering/Technology followed by MBA (full-time) from a recognized University. Minimum 10 years of industry/academia experience with 5 years in a lead role, preferably in related roles in any Technical and Management Higher Educational Institute.
- Strong industry connections with recruiters, consulting firms and educational Institutions.
- Excellent communication skills, PR, liasoning and relationship building.
- Ability to develop sound, credible and reciprocal relations with industry.
- Ability to work with students who are from various social and economic background.
- Proficiency in computer related to training and placement and alumni related jobs.
- Candidate with Ph.D in Management will be given preference

Type of role: Full time

Consolidated Pay: Rs.1,00,000/-

Age: Upper age limit 55 years.

Responsibilities:

- Sr Consultant Training and Placement will be responsible for facilitating student's placements and internships by building strong relationships with industry partners and recruiters.
- To conduct campus recruitment drives and equip students with essential soft skills, technical expertise, and interview strategies through structured training programs, while maintaining comprehensive and up-to-date placement records.
- To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of companies.
- To collaborate with faculty and departments to align industry requirements with academic offerings, ensuring students are industry ready. Systematically augment companies for campus recruitment to increase the number of offers and pay packages to the students with leading companies across the country to create high-quality career opportunities that align with the exceptional talents of our students.
- To engage effectively with university recruiters, clearly conveying the institute's priorities, the strengths of its students, and the uniqueness of the institution.
- To coordinate with alumni networks and corporate contacts to create opportunities and enhance the institute's placement profile.
- If he/she has a Ph.D degree, he/she may be asked to take up one course to teach.

- Conduct various training programs, FDPs, short term courses, workshops, seminars, talks, etc helping students to achieve long term goals.
- Any other work as may be assigned by the competent authority.

2. Consultant, Engineer

Job Description

Responsible for overseeing engineering projects, infrastructure maintenance, and development activities in academic environments. Key duties include project planning, supervision of construction and maintenance works, ensuring compliance with safety and quality standards, coordinating with contractors and departments, and managing technical resources.

Essential Qualifications & Experience:

- Bachelor's degree in Civil/Electrical Engineering from a recognized University/Institution with at least 60% marks or equivalent CGPA.
- Minimum 10 years of relevant experience as Assistant Engineer in planning, execution, and supervision of Civil/Electrical works in any reputed Government or private organization.
- Sound knowledge of CPWD/PWD procedures, contract laws, and related codes/standards.
- Proficiency in computer applications related to Civil/Electrical engineering works.

Type of role: Full time

Consolidated Pay: Rs. 70,000/-

Age:

- Upper age limit 55 years.
- Retired professionals will be considered, if found suitable up to a maximum age of 65.

Desirable:

- Experience in managing large-scale infrastructure projects in an academic or research institution.
- Working knowledge of AutoCAD, project management software, and ERP systems.
- Candidates retired from Govt./PSUs with Experience in Construction and Maintenance Management will be preferred.

Responsibilities:

- Oversee infrastructure development, maintenance, and repair works of the Institute.
- Coordinate with contractors, consultants, and other stakeholders for timely execution of projects.
- Ensure adherence to quality standards and safety regulations.
- Prepare estimates, budgets, and technical reports as required.
- Any other work as may be assigned by the competent authority.

3. Consultant, Administration

Job Description

The Administrative Consultant in the Director's Office will provide high-level administrative and executive support to the Director and coordinate office operations to ensure smooth functioning of the PMU cell. The role requires exceptional organizational skills, confidentiality, drafting quality and the ability to manage diverse responsibilities in a dynamic academic environment.

Essential Qualifications & Experience:

- Bachelor's degree in any discipline from a recognized University/Institute.
- Minimum 15 years of administrative experience, preferably in an academic or Government organization in a middle/senior position.
- Strong communication, organizational, and interpersonal skills.
- Proficiency in MS Office and other office management software.
- Candidates retired from State Government/Central Govt/PSUs in Senior positions will be preferred.

Type of role: Full time

Consolidated Pay: Rs. 70,000/-

Age:

- Upper age limit 55 years.
- Retired professionals will be considered, if found suitable up to a maximum age of 65.

Desirable:

- Master's degree or Diploma in Personnel Management/Human Resource Management/Public Administration.
- Knowledge of Government procedures, academic administration, and regulatory compliances.

Responsibilities:

- Manage and coordinate all administrative activities in the Director's Office.
- Handle official correspondence, documentation, faculty recruitment and scheduling.
- Liaise with internal departments, external stakeholders, and government agencies.
- Organize meetings, prepare minutes, and follow-up on action items.
- Assist in policy implementation, record-keeping, and office management.
- Any other work as may be assigned by the competent authority.

4. Jr. Consultant, Administration

Job Description

Candidate should be responsible for overseeing the establishment functions including employee records, recruitment process, service matters, policy implementation, statutory compliances, correspondence. The role requires confidentiality and drafting ability.

Essential Qualifications & Experience:

- Bachelor's degree in any discipline from a recognized University.
- Minimum 10 years of relevant administrative experience in a supervisory role in a Government Organization (State/Central/PSU) /Autonomous/Academic Institution or reputed organizations.
- Knowledge of service rules, establishment matters, recruitment procedures, leave and attendance management, and handling confidential files is essential.
- Proficiency in computer applications and working knowledge of MS Office.

Type of role: Full time

Consolidated Pay: Rs. 50,000/-

Age:

- Upper age limit 55 years.
- Retired professionals will be considered, if found suitable up to a maximum age of 65.

Desirable:

- Master's degree or Diploma in Personnel Management/Human Resource Management/Public Administration.
- Knowledge of Government procedures, academic administration, and regulatory compliances.

Responsibilities:

- Handling Personnel/HR related matters like recruitment, promotion, leave, LTC, etc. and be conversant with CCS/CCA Rules.
- Handling of General Administrative functions like Estate & Maintenance, Medical, Transport, Hostel, Security, Facility management etc.
- Any other tasks in Administration as assigned by the competent authority.

5. Technical Consultant

Job Description

The candidate will be responsible for leading the technical and innovation initiatives of the Technology Hub, while fostering strong, collaborative relationships with key stakeholders, including academia, industry partners, and R&D organizations from both the public and private sectors. The role involves driving the translation of innovations into industry applications.

Essential Qualifications & Experience:

- Master's degree in Engineering/Technology in Computer Science/Electronics and Communication / Electrical Engineering or related fields.
- Minimum 02 years of experience in Academic Research/ Industry work related to Data Science/Data Engineering/Data Analytics/ Data Curation/ Artificial Intelligence/Machine Learning etc.
- Knowledge of programming environment like MATLAB, PYTHON, C, C++, JAVA.
- Dissemination tools like MS Word, Latex, etc

Type of role: Full time

Consolidated Pay: Rs. 70,000/-

Age: Upper age limit 45 years.

Desirable:

- Ph.D. in Engineering on Data Analytics / Data Science / Data Engineering/AI/ML or related domains from a recognized University/Institute.
- Excellent academic record throughout.
- Interest in doing applied research.
- Technology development experience covering TRL 2 - 6 for business or scientific applications.
- Working experience in research & development/incubators/accelerators/start-up ecosystems etc.
- Published work and/or professional reports of quality.
- Experience of leading professional work and project teams.
- Experience in research proposal development and submission, ensuring compliance with the sponsoring agency's requirement.

Responsibilities:

- Technology development in diverse areas of Data Science, Data Engineering, Big Data Analytics, Artificial Intelligence, Machine Learning, Data Curation etc.
- Lead a technical team comprising of Project Engineers, Software Engineers, Data Scientists, Software Developers, Research Engineers etc.
- Develop technology solutions for prospective Industry / Government clients and assist in developing technology proposals.
- Teaching interest in Computer Science/Electronics and Communication related subjects in academic programmes. May need to serve as a Teaching Assistant.
- Provide guidance in procurement of IT Hardware / Software / Cloud / Network / Security / Firewall etc.
- Create and manage the Data Centre for the Institute.
- Any other work as may be assigned by the competent authority.

6. Sr. Scientific Consultant

Job Description:

Responsible for administering all academic research and innovation-related activities of the institute. Reporting directly to the Director, the Sr. Scientific Consultant will play a key role in enhancing the institutes research and innovation profile, fostering industry collaborations, and driving innovation-led initiatives. The position involves strategic planning and execution of research and development programs, facilitation of partnerships, and engagement with key stakeholders in government, industry, and academia.

Essential Qualifications & Experience:

- Ph.D or equivalent in CSE/ETC/EEE from a recognized University / Institute.
- A Minimum 2 years of post Ph.D. relevant experience in research / academia.
- Ability to coordinate with faculty, student and staff for implementation of technical projects.

Type of role: Full time

Consolidated Pay: Rs. 1,00,000/-

Age: Upper age limit 55 years.

Desirable:

- Knowledge about funding agencies.
- Should have knowledge in academic research.
- Proven expertise in managing academic events, and collaborations with government bodies, industries, national and international organizations.

Responsibilities:

- The Scientific Officer will be responsible for managing and supporting the institute's research infrastructure and funding.
- Assist in research and development activities, coordinate with faculty and research teams, ensure smooth functioning of scientific facilities, and contribute to project planning and execution.
- Manage sponsored project and related activities.
- He/She may be asked to teach courses also.
- Any other work as may be assigned by the competent authority.

7. Consultant, Finance & Procurement

Job Description:

The Consultant will be responsible for overseeing all financial management, budgeting, accounting procedures, and procurement activities. This includes managing financial reporting, compliance with government regulations, coordination of internal and external audits, and ensuring adherence to procurement guidelines and policies. The role involves working closely with various departments, managing vendor relationships, and ensuring timely and cost-effective procurement.

Essential Qualifications & Experience:

- Master's Degree in Finance, Commerce, Business Administration, or related fields from a recognized University/Institute.
- Minimum of 10 years of professional experience in finance and procurement with at least 5 years in a supervisory or managerial capacity in reputed Government/Semi-Government/Public Sector Undertakings/Autonomous organizations/educational institutions/Consulting Firms.
- Extensive knowledge of financial management practices, government financial regulations, procurement policies, and procedures.
- Proficiency in computerized financial systems, accounting software, and procurement tools.
- Strong analytical, negotiation, organizational, and communication skills.

Type of role: Full time

Consolidated Pay: Rs. 70,000/- per month

Age: Upper age limit is 50 years. Candidates beyond the upper age limit may also be considered if found exceptionally suitable. Retired Govt Servant worked as Chief Engineers/ Addl Chief Engineers and dealt with Procurement operation for 5-10 years will also be considered up to a maximum age limit of 65 years.

Desirable:

- Experience in managing large-scale institutional budgets and procurement processes.
- Certification in Procurement Management or similar professional certification will be an advantage.
- Familiarity with procurement procedures of government organizations and international bodies.

Responsibilities:

- Manage the institute's financial operations, including budgeting, financial planning, and reporting.
- Oversee procurement processes including tenders, vendor negotiations, contract management, and ensuring compliance with institutional policies and governmental guidelines.
- Conduct regular reviews and audits to ensure accuracy, transparency, and integrity of financial transactions.
- Prepare and submit timely financial reports to stakeholders and funding agencies.
- Coordinate with external auditors and internal departments for audits and financial assessments.

- Ensure proper documentation and record-keeping for procurement and financial transactions.
- Provide strategic input for financial planning and cost optimization.
- Any other related duties as assigned by the competent authority.

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General Information on Selection Procedure

- Short listing of applications received.
- Written test/ Technical test/ Personal interview as per suitability.

Mode of Appointment

On contract basis initially for one year which is further renewable upto a maximum of 3 years depending upon the availability of fund and requirement of the Institute based on annual evaluation. The contract may be terminated with one month notice from either side. Technical staffs /Scientific Officer will be under the administrative of Director. Non technical staffs will be under the administrative of Registrar.

General terms and conditions of recruitment

- i. Before applying for the post, candidates are advised to look at the eligibility criteria. No enquiry in this regard will be entertained.
- ii. The Institute reserves the right to either fill or not to fill the advertised positions at its sole discretion and without assigning any reason.
- iii. The Institute reserves the right to decrease or increase the number of advertised posts in case any vacancy arises.
- iv. Retired Government officer if selected, remuneration will be given as per the Government rule.
- v. Only shortlisted candidates who are found prima facie eligible based on the details given in the application will be called for the written test and / or personal interview as the case may be.
- vi. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- vii. The Institute reserve the right to withdraw this advertisement, either partly or wholly, at any time without assigning any reason.
- viii. Applications not accompanied by necessary supporting documents; and incomplete applications shall be summarily rejected.
- ix. Eligibility of candidate will be determined as on the last date fixed for receipt of applications.
- x. Institute will not be responsible for non-receipt of application(s) within the stipulated date due to any postal delay / loss of application / documents sent in transit.
- xi. The Institute reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualification and experience higher than the minimum prescribed requirements

in the advertisement as decided by duly constituted Screening Committee(s). Call letters for attending interview will be sent only to the short-listed candidates by speed post / registered post / E-mail. No correspondence will be entertained with the applicants who are not short-listed for interview.

- xii. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute regarding the selection process against this notification will be settled within the jurisdiction of the **Court / Tribunal** over Bhubaneswar only.
- xiii. Candidates who are in employment with Government, Semi-Government, Autonomous Bodies, Public Undertakings, University and Educational Institutions should route their applications through proper channel with '**No Objection Certificate**' from their present employer.
- xiv. A **non-refundable** demand draft of Rs. 500/- (Rupees five hundred only) for candidates belonging to SC/ST/PHs; and for candidates belonging to other categories a non-refundable demand draft of Rs.1000/- (Rupees one thousand only) drawn in favour of "**IIIT Bhubaneswar**" toward application fee should be accompanied with the application. Candidates are advised to write their name and post applied for on the backside of the demand draft.

HOW TO APPLY:

Interested applicants are requested to submit their detailed Biodata along with copies of testimonials in support of their education like self-attested copies of certificates/ marks sheets / experience certificate, present address, and contact number on or before within three weeks from the date of publication of this advertisement by post addressed to the Registrar, IIIT Bhubaneswar with the superscription on the envelope as "Application for _____". Documents to be sent include:

- I. Signed copy of the bio-data and application.
- II. Self-attested copies of all testimonials.
- III. Age proof certificate.
- IV. Experience certificate.
- V. NoC from the current organization, if the candidate is working in a State Govt/ Central Govt organization.
- VI. Two passport size color photographs.
- VII. One photo-id proof.

Address for sending the Application:

Registrar

IIIT Bhubaneswar

Gothapatna, Malipada

Bhubaneswar, 751003