

INDIAN SCHOOL OF MINES DHANBAD

Indian School of Mines, Dhanbad (Autonomous Institute under MHRD, GOI), established in 1926, is setting up its first extension centre at Rajarhat, Kolkata, which is going to be operational from June 2015. The Centre is likely to be managed by an “**Officer on Special Duty**” for which applications are invited from Indian nationals. The post is contractual in nature and is for an initial period of 2 years, renewable by 2 - years period basis till the candidate attains 70 years of age.

1. **Name of Post:** Officer on Special Duty (Kolkata Extension Centre)

2. **Qualifications and Experience:**

Master Degree in Engineering/Science/ Management/Humanities with 1st class with good academic record and 10 years' experience in relevant field. Preference shall be given to retired employees of government organization/PSUs.

3. **Maximum Age:** 70 years

4. **Job Description:**

Conduction of executive development programmes/ academic programmes, placement of students and liasoning with various institutions and corporate houses, to facilitate the international visitors arriving at Kolkata en-route to ISM, apart from conducting seminars/ workshop/meeting etc. These activities involve use of audio-visual facilities, internet, maintenance of network system, organizing meeting through Skype etc.

5. **Consolidated salary (Per Month):**

Rs. 60,000/- (Rupees Sixty Thousand only) including all allowances. 5% increment every year.

Those, who are interested, may send their complete bio-data along with supporting documents to Deputy Registrar (Estt), ISM Dhanbad-826 004. **The last date of receipt of the application is 1st June, 2015.**

Registrar
Indian School of Mines Dhanbad