



Malaviya National Institute of Technology Jaipur
(An Institute of National Importance under Ministry of Education, Govt. of India)
J. L. N. Marg, Jaipur – 302017 India



Electronics & ICT Academy
(An initiative of Ministry of Electronics & IT, Government of India)
Phone: 954 9654 237 (M)
E-mail: academy@mnit.ac.in

F.No.:/MNIT/EICT-II/Project-Executives 2025

Date: 18-Jan-2025

Malaviya National Institute of Technology (MNIT) Jaipur is an Institution of National Importance declared by the Act of Parliament and a premier technical Institution of the country, offering several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, Management, Humanities, Social Science and Architecture, in an excellent ambience for academic research and co-curricular activities.

The EICT Academy is an entity inside MNIT Jaipur, run in project mode and funded by the Ministry of Electronics & IT, Govt. of India. The funding is for 5 years starting 2024, hence the posts are valid for 5 years or the project duration.

The EICT Academy intends to conduct a shortlisting-based Interview to engage the services of the two posts. The engagement will be purely on a contract basis initially for a period of one year, renewable, subject to yearly review & satisfactory work performance.

Engagement position	Consolidated Remuneration	Nature of appointment and duration	Qualifications and skills required
Project Manager (one position)	INR. 50,000/- consolidated, per month ¹	Purely on contract as a project staff, initially for a period of one year. ²	A. Essential Qualification & Experience: B.E./B.Tech. (Electronics & Communication Engineering/ Computer Science & Engineering/ Relevant Areas) + MBA/ MTech + Two years' experience OR Doctoral Degree from a recognized university (Electronics & Communication Engineering/ Computer Science & Engineering/ Relevant Areas) B. Desirable: Proficiency in written and oral communication in English and Hindi, and IT tools. Experience of public relations, soft skills and marketing; Knowledge of finance and accounts/knowledge of database, ERP, Cloud etc.
Project Engineer (one position)	INR. 50,000/- consolidated, per month ¹	Purely on contract as a project staff, initially for a period of one year. ²	A. Essential Qualification & Experience: B.E./B.Tech. (Electronics & Communication Engineering/ Computer Science & Engineering/ Relevant Areas) + MBA/ MTech + Two years' experience OR Doctoral Degree from a recognized university (Electronics & Communication Engineering/ Computer Science & Engineering/ Relevant Areas) B. Desirable: Strong academic background; in-depth knowledge of ECE/CSE/IT courses; Preferably have knowledge of working on CAD tools MATLAB, IC Design (Chip Design automation/Embedded systems), Signal processing, Electromagnetics, etc. Enthusiasm to acquire new knowledge, Good Communication & managerial skills;

¹ with an annual increment of up to 10% based on the yearly performance review

² May be extended every year for total of five years or the project duration, based on the performance and continuation of the project funding



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Roles and Responsibilities of the Project Executives

The executives' responsibilities will include being in the office for eight hours (five days a week), and ensuring round-the-clock availability for interaction with participants. The executives' role will be multifaceted, encompassing the following responsibilities.

(a) Program Manager:

- The person will be mainly responsible for building relations with higher and technical educational institutions in India to promote the programmes of E&ICT Academy as outreach.
- He/she will also be responsible for maintaining the finance and accounts of the Academy's funds, correspondence and communication with the partner institutions, course coordinators, advertisement and publicity of programmes and events under the Academy.
- Further, he/she will be responsible for maintaining records related to the Academy, preparing monthly financial reports, initiating notes for purchase, and payments and other related works of the Academy.

(b) Project Engineer:

- The person will be mainly responsible for interacting with higher and technical educational institutions (Spokes) in India to engage the programmes of E&ICT Academy.
- He/she will also be responsible for interacting with the partner institutions, course coordinators, for support the conduct of hands-on/lab in programmes and events under the Academy.
- Further, he/she will be responsible for maintaining Laboratories, equipment, software, computer systems, preparing monthly technical reports, preparing files for laboratory purchase, and other related works of the Academy.

Responsibilities in details (common)

- Develop and maintain relationships with prospective participants
- Plan and execute training events and activities, such as FDPs, Online training programmes, workshops, etc.
- Create and implement strategies for outreach and communication, including google-groups, newsletters, social media, and other digital channels.
- Conduct innovative steps to identify and track prospective participants' interests and technology trends
- Develop and manage an EICT Academy-alumni database and keep accurate records of registrations, feedback etc.
- Social media dissemination of information related to Academy activities
- Communicating the latest Academy news with the prospective participants.
- Interact with Spoke institutions, reviewing the contract documents (MoA/MoU) to and reporting their requirements.
- Ensuring appropriate return gifts to Experts/Coordinators
- Follow up for fund position/appropriation with the accounts team in R & C section, Institute Accounts-team and other arms of the Institute and follow up on Academy sub,issions



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- Sending fund utilization reports as well as monthly progress report to the Ministry (MeitY) on a timely basis
- Offer support and intervention in times of requirement to prospective participants, ensuring that they have access to our registration/feedback/LMS portals conveniently
- Help programme coordinators in their tasks at Academy
- Collect, analyze data, and prepare reports on feedback from participants.

Terms & Conditions

1. The post is temporary for one year and on consolidated salary.
2. Application without photograph, signature, and necessary certificates in support of their application shall be summarily rejected.
3. The applications received in response to the advertisement will be scrutinized, and only shortlisted candidates will be called for the interview.
4. Further, for any queries, candidates may contact email ID: academy@mnit.ac.in
5. The engagement shall be on a contract basis initially for a period not exceeding one year, which may be extended at the discretion of the Competent Authority subject to satisfactory performance evaluation by the Academy committee and also subject to the requirement of the Institute. The engagement can be terminated at any time by the Institute without assigning any reason.
6. The monthly remuneration will be a consolidated amount of Rs. 50,000.
7. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 01 day for each completed month of service may be allowed. Accumulation of any type of leave beyond a calendar year is not allowed.
8. He/She shall perform the duties assigned by the concerned CI/Co-CI or his/her nominee from time to time.
9. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
10. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
11. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
12. He/She shall not have any claim to any post under the Institute on the basis of this engagement as contract employee.
13. He/She shall be required to maintain decorum and office discipline as expected from a responsible officer.
14. He/She shall be required to sign the non-disclosure agreement. He/She is required to submit a declaration regarding his/her marital status.
15. If any declaration or information furnished by him/her proves to be false or if he/she is



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found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.

16. The Institute reserves the right to terminate the contract at any time in case:
 - (a) The contractual employee is unable to satisfactorily complete the assigned tasks;
 - (b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;
 - (c) The contractual employee is absent from duty without authorization;
 - (d) The Institute chooses not to renew the contract at the end of the contracted period of engagement (normally yearly).
17. In case the contractual employee seeks termination of the contract before the expiry of the period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.
18. During the period of engagement with MNIT Jaipur, the contractual employee would be subject to the provisions of the Official Secret Act, 1923, and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal, etc. or give opinion/advice to any person other than the Institute on any matter during the period of his/her engagement with the Institute. The contractual employee should sign Non-Disclosure Undertaking.
19. The other terms and conditions as mentioned in the advertisement shall also apply.

Leaves: Leave rules applicable to a regular Government employee will not be applicable to these contractual appointees. However, a contractual appointee will be entitled to 12 days leave on pro-rata basis in a calendar year. Accumulation of any type of leave beyond a calendar year is not allowed.

How to apply: The application form has to be filled out online at the following website. <https://online.mnit.ac.in/recruitment/eict/>

A copy of the completed application (pdf file) and Non-Diclosure-Undertaking in the format attached are to be sent by email to academy@mnit.ac.in and ci.academy@mnit.ac.in alongwith a zip file containing all the relevant documents' copy on or before **7th February 2025**. A duly signed hard copy with self-attested copy of all the relevant documents to endorse the claim in the application form **MUST** be brought at the time of interview.

Schedule:

Announcement & Opening of application form filling	18 th January 2025
The last Date for submitting a soft/electronic copy of the application	7 th February 2025
Declaration of list of short-listed applicants	8 th February 2025
Tentative date of interview	13 th February 2025



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NON-DISCLOSURE UNDERTAKING

To,
The Registrar,
MNIT Jaipur.

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this office confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with MNIT Jaipur which would otherwise conflict with my obligations towards MNIT Jaipur.
5. To abide by data security policy and related guidelines issued by MNIT Jaipur.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep MNIT Jaipur informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Your faithfully

Signature
Name, Address & Contact No.

Dated