DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed to be University U/s 3 of UGC Act, 1956)
Department of Defence Research & Development
Ministry of Defence, Govt. of India
Girinagar, Pune - 411 025

ADVT. No. 47-2024/PM/DIAT (DU)

RECRUITMENT OF PROJECT MANAGER (AD-HOC BASIS)
CALL FOR APPLICATION

1.   The Dept of Computer Science & Engineering is looking for hiring the Project Manager on Ad-hoc basis for "**Cyber Security Training Program**". Details/eligibility conditions for engagement are given hereunder: **-**

Sr. No.	Name of Post	No. of Post	Educational Qualifications required	Remuneration	Tenure
1.	Project Manager	01	**Essential:** B.E./ B.Tech/ M.Sc **Desirable:** MBA, ME/M.Tech **Area of Expertise**: Budgeting, Scheduling of Jobs, Spreadsheets, office Software, AWS & Azure Cloud familiarity, compression/ uploading of digital files; Team building proficiency in handling multimedia files. **Experience & Age**: It is desirable to have One (01) year of experience in administration, Academic administration (preparing timetables, handle timelines & Schedules etc.) in HEI. Age not exceeding **40 yrs**. **Nature of Work:** (A) **Technical**: Coordinate, Schedule online/ Offline courses, Course, Course Admin online/offline, Cloud Storage Management, Preparing Brochure, Posters, Certificates & leaflets designs, Certificate Preparations & Online Distributions, etc. (B) **Admin & Office related:** Liasioning with departments while following institute norms/ paperwork with approvals, with Resource Persons, make Travel Schedules, handling travel desks; initiate Pickup drops, Honorarium distributions (in and outside DIAT); attend office visitors and calls and records; respond to the queries of the program associated with; Soft-spoken & excellent communication skills; tendering; handling bills & payments, availability per requirements beyond office hours; initiatives for timely task completion, maintain confidentiality, end-to-end task completion	Rs. 50,000/- per month (consolidated)	The position is purely temporary for 06 months or Co-terminus with the training program, whichever is earlier.

2. **Mode of Recruitment:** Through 'Walk-in-Interview' OR 'Interview through video conferencing' Only shortlisted candidates shall be called for the interview

3. **How to Apply:** A Brief bio-data duly signed, Proof of Date of Birth, BE./B.Tech M.E/M.Tech mark sheets and degree certificates may be sent to the email ID of Dr. Arun Mishra, Course Co-Ordinator, Dept of Computer Science & Engineering (arunmishra@diat.ac.in) in PDF form as a single file, with a subject titled "**Application for Project Manager**" **on or before 13th January 2025.**

4. **Other Terms & Conditions: -**

   a) The offer of Project Manager position does not confer any right for absorption in DIAT (DU), Pune.
   b) Higher pay may be considered for deserving candidates.
   c) The qualification prescribed/ experience gained should have been obtained from recognized Universities / Institutions/Industries.
   d) The prescribed educational qualifications are the bare minimum and mere possession of the same does not entitle the candidates to be considered at every stage of the selection process. In case of a large number of applications, based on the recommendations of the Screening Committee, the Competent Authority may restrict the number of candidates to be called for the interview to a reasonable limit after taking, the qualifications and experience over and above the minimum prescribed in the advertisement, into consideration. Therefore, it is in the interest of the candidates, to mention all the qualifications and experience in the application clearly with supporting documents.
   e) The selected candidate is required to join duty immediately on receipt of the offer letter.

<div align="center">**************************</div>