



भारतीय
प्रौद्योगिकी
संस्थान
वाराणसी



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

सिविल इंजीनियरिंग विभाग
भारतीय प्रौद्योगिकी संस्थान
(काशी हिन्दू विश्वविद्यालय)
वाराणसी - 221005
DEPARTMENT OF CIVIL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI-221005

SLCR (Smart Laboratory on Clean Rivers)

Email: slcr@iitbhu.ac.in

Secretariat for SLCR (Smart Laboratory on Clean Rivers) in Varanasi

Under Institutional Framework between National Mission for Clean Ganga (NMCG) and Indian Institute of Technology (BHU), Varanasi

Ministry of Jal Shakti has established a Secretariat for Smart Lab on Clean Rivers (SLCR) at IIT (BHU) under Institutional Framework between National Mission for Clean Ganga (NMCG) and Indian Institute of Technology (IIT), Banaras Hindu University (BHU), Varanasi, under Namami Gange Mission-II. The main aim of the SLCR is to bring global (including Indian) knowledge and solutions to holistic and sustainable rejuvenation of small rivers that are economically, environmentally and social sustainable in the local context.

To set up the team at SLCR, applications are invited from qualified candidates for the following positions. The total duration of the appointment shall be up to 3 years or co-terminus with the project duration. Please note that SLCR is free to set the benchmark and call only the eligible candidates above set benchmark for Test and/or Interview. Further, SLCR also reserves the right NOT to fill any of the posts advertised, in the event or exigency so decided without assigning any reason thereof.

S. No	Positions	Essential Qualification (Please refer to Details in Annexure I)	No. of Posts	Upper Age Limit	Monthly Salary + HRA
1.	Senior Project Manager (Professional Grade-I)	MBA/PGDM (HR/Admin) and having 3-8 years of working experience	1	45 years	(₹ 80,000 - ₹ 1,45,000)
2.	Project Assistant (Admin/Accounts)	Graduate Degree in Commerce/ Business Administration/Finance with 1-2 years' experience	1	50 years	₹ 20,000/+ HRA

This team is mainly responsible for facilitating and coordinating the project execution and monitoring facilitation. Expected task list (not exhaustive) is

- 1) Call for Proposals (CFP)
- 2) Developing/curating the process/platform for proposal submissions, and hosting information on project related activities including milestones and outcomes validation.
- 3) Support towards Apex Committee in the
 - a) Follow up actions driven for the outcomes and milestones of the projects.
 - b) Timely execution and monitoring of the project
 - c) Evaluation, and screening of projects and
 - d) Review the progress of all projects.
 - e) Handholding the projects



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- 4) Documenting the activities related to the project including contracts and compliance.
- 5) Build a network of partners and collaborators that includes investors, industry partners, mentors and subject matter experts
- 6) Compilation of Progress Reports and UC (Utilization Certificate)
- 7) Project funds management at SLCR
- 8) Preparation of consolidated quarterly project reports
- 9) Execution of rollout plans at the end of the project period.
- 10) Any other as per the requirements

APPLICATION PROCEDURE

1. Candidates need to fill the Application Form (Format in Annexure -II) and prepare a single pdf file attaching all the requisite degrees/certificates. **The hard copy** of the form along with supporting documents must reach the following address by 22nd February 2025.

The Coordinator

Smart Lab on Clean Rivers (SLCR)

Department of Civil Engineering,

IIT (BHU), Varanasi-221005

Email: slcr@iitbhu.ac.in; slcr.varanasi@gmail.com

2. Candidates must also fill and submit the Google form: <https://forms.gle/TWf9XcM23vhwrrS2A>
3. IIT(BHU) has all rights to decide the duration of appointment in each position. The performance of project staff will be reviewed accordingly, and the positions may be extended for the total project duration.
4. Only shortlisted candidates will be communicated to appear in the interview and no other communications in this regard will be entertained. Candidates are requested to check their email regularly and visit https://www.iitbhu.ac.in/positions_available for any updates.
5. The candidate is expected to join within a month, if selected.
6. No TA/DA will be paid for attending the interview.
7. Relaxation of marks and age may be granted to the SC/ST/OBC/EWS/Women/physically challenged Candidate. Age relaxation of 5 years is applicable for Female/SC/ST/PH candidates and 3 years for OBC-NCL candidates.
8. The Selection committee has the discretion to restrict the number of candidates to be called for interview to a reasonable limit by qualifications and experience higher than the minimum prescribed in the advertisement
9. HRA will be given as per the Government norms
10. The Selection committee reserves its right to not fill the position if no suitable candidate is found.

Notes:

Starting date of application: 04/02/2025

Last date of application: 25/02/2025



Annexure I

1	Senior Project Manager (Professional Grade-I)
	<p>The Senior Project Manager is a key leadership role that ensures the efficient and effective operation of the SLCR. This role requires <i>administrative expertise, leadership skills, and the ability to manage a diverse set of responsibilities</i> to support the organization's projects and initiatives.</p> <p>Job Description</p> <p>SLCR proposes to engage a Senior Project Manager to manage the secretariat functions related to Administration, Human Resources, IT and Legal verticals in the SLCR. This is a full-time role for temporary project post at the SLCR. The Senior Project Manager in SLCR is responsible for overseeing and managing all secretariat-related functions, administrative operations, and general financial/budget activities. This role plays a crucial part in ensuring efficient administrative and financial/budget management, enabling the successful execution of projects/AI projects and the achievement of SLCR objectives.</p> <p>Essential Qualifications and Experience</p> <ol style="list-style-type: none">I. MBA/PGDM (HR/Admin)II. 6-8 years of working experience including minimum 4 years in Government-Agencies/Institutions. Experience should be able to demonstrate skills in administration, leadership and communication, organizational and multitasking abilities. <p>Desirable</p> <ol style="list-style-type: none">I. Experience with cross-sector project management.II. Time management skills to support project planning and execution.III. Knowledge of relevant regulations and compliance standards is desirable.IV. Experience with PFMS (Public Finance Management System) and GFRs is desirable.V. Excellent analytical, problem solving, management and communication skills. <p>Key Responsibilities</p> <ol style="list-style-type: none">(i) Administrative Management: Supervise and lead a team of project managers and associates. Ensure the smooth functioning of the secretariat and administrative processes. Manage office facilities, equipment, and supplies to maintain a conducive work environment. Ability to support the Chief Project Coordinator of SLCR in overall project management, coordinating cross-sector projects, and mentoring the project managers and associates. Effective stakeholder management with relevant ministries, industry ecosystem relevant to the project and Centers of excellence. Proficiency in facilitating collaboration and knowledge sharing amongst various Centers of Excellence.(ii) General Management: Develop, monitor, and manage the budget for the Central Project Monitoring Unit. Oversee financial operations, including expense tracking, procurement, and vendor management. Skillful allocation of resources and budget management for efficient project execution.



	<p>(iii) Documentation and Record Keeping: Implement document management and archiving procedures for easy retrieval of critical information including related to projects and unit operations. Provide administrative data/ MIS for senior management decision-making.</p> <p>(iv) Meeting Coordination: Coordination of meetings, conferences, and events related to the unit's activities with team members.</p> <p>(v) Communication and Correspondence: Facilitate effective communication between the unit and external stakeholders.</p> <p>(vi) Personnel Management: Oversee HR-related functions within the unit, including recruitment, onboarding, and staff development. Promote a positive work environment and mentor junior project team and staff. Looking after training needs of the team and staff of SLCR towards human resource development of the SLCR staff.</p> <p>(vii) Policy and Procedure development: Develop and implement internal processes and guidelines as needed and knowledge of preparation of SOPs.</p>
2	<p>Project Assistant (Admin/Accounts)*</p>
	<p>The Project Assistant (Admin/Accounts) role is a vital support position within the SLCR, responsible for assisting in the administrative and financial management of projects. This role requires a graduate degree in Commerce, Finance, or Business Administration and some relevant experience, enabling the Project Assistant to support the effective execution of project activities, particularly in accounting, financial management, and administrative tasks. This is a full-time, temporary position. The Project Assistant (Admin/Accounts) will ensure accurate financial record-keeping, assist in budget management, and contribute to the smooth administrative operation of the SLCR. Carry out any other activity as desired by senior SLCR management official and Project coordinator.</p> <p>Desirable Qualifications and Experience:</p> <ol style="list-style-type: none"> 1. Administrative Skills: Strong organizational and multitasking abilities, with attention to detail and the ability to manage multiple priorities effectively. 2. Financial Skills: Basic understanding of accounting principles, financial reporting, and budgeting processes. Proficiency in accounting software and tools (e.g., Tally, QuickBooks, MS Excel). Experience with PFMS (Public Finance Management System) and GFRs is desirable. 3. Communication Skills: Strong verbal and written communication skills, with the ability to handle sensitive information professionally. 4. Certifications: Additional certifications in finance, accounting, or project management would be advantageous. 5. Software Proficiency: Experience with financial management software and office productivity tools (e.g., MS Office, Google Workspace). 6. Analytical Skills: Good analytical and problem-solving skills, with the ability to interpret financial data and provide insights for decision-making. <p>Key Responsibilities:</p> <ol style="list-style-type: none"> i. Financial management, Record-Keeping and preparing: Maintain accurate financial records, financial reporting, budget management, Minutes of Meeting, maintain and manage records, documents, and reports related to projects, maintain accounts payable and receivable, ledgers, and financial statements. Ensure all financial transactions are properly recorded and documented, ensure compliance with GFR/ Govt of India rules and regulations/MoE guidelines in the initiative/ audits etc and other works related to finance.



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	<p>ii. Budget Management Support: Assist in the preparation, monitoring, and management of project budgets. Track expenses against the budget and provide regular updates to senior management, prepare regular reports on unit activities, expenses, and budget utilization, prepare agendas, record of discussions (RoDs), minutes, and relevant documentation for meetings and works related to budget.</p> <p>iii. Invoice and Payment Processing: Process invoices, manage vendor payments, and ensure compliance with organizational policies and procedures. Coordinate with the finance team to resolve any discrepancies.</p> <p>iv. Financial Reporting: Prepare financial reports, summaries, and statements for project activities.</p> <p>v. Audit Preparation: Assist in preparing for audits by ensuring all financial documents are organized, complete, and accessible.</p> <p>vi. Compliance and Documentation: Ensure adherence to financial regulations, organizational policies, and standard operating procedures, draft report / noting / letters.</p> <p>vii. Communication and Coordination: Liaise with internal and external stakeholders to support financial and administrative operations. Facilitate effective communication between the project team and other departments, as well as external partners.</p> <p>viii. General Office Management: Assist in managing office facilities, supplies, and equipment. Ensure the smooth day-to-day operation of the office environment to support project activities. Manage invitations, logistics, and post-meeting follow-ups. Handle official correspondence, both incoming and outgoing, ensuring professionalism and accuracy. Ensure compliance with organizational policies, procedures, and regulations. Prepare training calendar for SLCR staff.</p> <p>*Responsibilities will be as per Admin/Accounts profile and as per SLCR Project coordinator.</p>
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Annexure II

APPLICATION FOR the post of.....POSITION (under SLCR)

1. Full Name:	
2. Date of Birth:	Photograph (Please paste/insert a recent passport size photograph)
3. Sex (M/F/Others):	
4. Category (GEN/SC/ST/OBC):	
5. Physically Handicapped (Y/N):	
6. Marital Status:	
7. Name of Father/Mother:	
8. E-mail Address:	
9. Whether currently employed (if YES, give details of your current employer):	
10. Address of Correspondence (including phone No):	
11. Academic Records: (a) GATE/CSIR-NET qualification details with percent marks/Rank, year of qualifying, etc.:	
(b) Qualifying Degree (starting from High School or equivalent, Attested copies to be enclosed):	



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Degree	School/ University	Year	Subjects	CGPA/(%)	Division
PhD					
M.Tech/M.E./MB A					
B.Tech/B.E./Grad uation					
12 th or Equiv.					
10 th or Equiv.					
Any other					

12. Work Experience (starting with most recent experience; add rows if required):*

S. No.	Organization	Designation	Date (From and To)

13. Software Proficiency:

14. Details of Project carried out (if any)*

S. No.	Title of Project	Supervisor's name	Duration

15. Name and address of two referee along with phone number and e-mail address*:

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place:

Signature