# Image result for iit roparAdvertisement for project position

**Indian Institute of Technology, Ropar (IIT Ropar)**

**Department of Chemical Engineering, Nangal Road,**

**Transit Campus, Rupnagar, Punjab 140001**

Applications are invited for the project position for Kotak-IITM Save Energy Mission (KISEM) at IIT Ropar. The primary objective of this project is to conduct an energy assessment for MSMEs to enhance their energy efficiency and reduce their overall carbon footprints. The KISEM project team at IIT Ropar comprises eight Professors from various domains, a BEE Certified Energy Auditor, the Energy Assessment Engineers and support staff. The selected person will be involved in carrying out the activities listed in the ‘responsibilities’ section.

**Job description and criteria for the project personnel:**

**1. Assistant Project Manager:** 1 position

**Responsibilities:**

Assist in planning, scheduling, and tracking project milestones, deliverables, and timelines under the KISEM framework. Coordinate with internal teams, collaborators, and external stakeholders to ensure smooth execution. Act as a point of contact between hub, administrative departments, and funding agency representatives. Coordinate meetings, workshops, and site visits related to the KISEM project. Maintain a central repository of project documents, progress reports, and technical data. Prepare monthly/quarterly progress reports, meeting minutes, and documentation for funding agencies. Maintain compliance with reporting requirements under the KISEM guidelines.

**Preferred qualifications:** Master’s degree (MA/M.Com/MBA) in Commerce, Management, Economics, English, or related disciplines. Candidates must have obtained at least 55% marks or 5.5 CGPA (relaxed to 50% marks or 5.0 CGPA for SC/ST) in their master’s program.

**Preferred Experience:** 5 years and above.

**Duration:** One year (extendable later).

**Salary:** 30000 per month (consolidated)

The applicant must send the following documents in a single PDF file to **mani@iitrpr.ac.in**(**Dr. Manigandan**) on/before **25.Aug.2025.**

1. A one-page cover letter describing the background and how it will help to pursue this project.
2. Application by filling the details given in the **Appendix** **1**.
3. Soft copy of all degree certificates.

**The selected candidates will be called for an online interview, and, if short-listed, the details of the same will be notified to the candidate one week before the finalized date.**

**APPLICATION**

**Photo**

1. Name and full correspondence address :

1. Email and contact number :
2. Gender :
3. Date of Birth :
4. Marital status :
5. Category :
6. Nationality :
7. Whether differently abled :
8. Academic qualification

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| --- | --- | --- | --- | --- |
| Qualification | Subject | Institute/Board/Univ. | Year of passing | % Marks/CGPA |
| 10th |  |  |  |  |
| 12th |  |  |  |  |
| Bachelor |  |  |  |  |
| Master |  |  |  |  |

1. Work experience in chronological order

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| --- | --- | --- | --- | --- | --- |
| S. No. | Positions held | Name of theInstitute/Industry | From | To | Pay Scale (Rs.) |
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1. Any other relevant information

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**DECLARATION**

I hereby declare that all the statements made in this application are true and complete and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my engagement is liable to be summarily terminated without notice.

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| --- | --- |
| Place: | Signature of Applicant |
| Date: |  |