

## **Advertisement for the position of Junior Superintendent through Outsourcing Agency**

**Post Name:-** Junior Superintendent

**Number of Vacancy:-** 01

**Minimum Education Qualification:-** BE/B-Tech/M.Sc./M-Tech in (Agriculture or Biosciences)

**Desirable Qualification:-** M-Tech/M.Sc. in Agriculture or Biosciences with 2-year prior relevant experience as specified at IITs/IISc/NITs/IIITs experience in educational administration, financial and personnel management & experience preferably in Rural Development Management.

- (i) Training, conducting enquiries & investigation, managing contacts and handling rural area and conduct the operations.
- (ii) Proven experience in community development, project management or related roles. Experience in rural settings is highly desirable.
- (iii) Strong interpersonal and communication skills, problem-solving abilities and a knack for strategic planning. Proficiency in local languages is an advantage.
- (iv) Experience in maintaining computer systems attached to scientific equipment and should understand scientific equipment.

**Minimum Experience:-** M-Tech/M.Sc. with 2 years prior relevant experience as specified at IITs/IISc/NITs/IIITs experience in educational administration, financial and personnel management & experience preferably in Rural Development Management.

**Or**

B-Tech/BE with 5 years prior relevant experience as specified at IITs/IISc/NITs/IIITs experience in educational administration, financial and personnel management & experience preferably in Rural Development Management.

**Desirable Experience:-** Knowledge of computer enabled workflow-based administration in a delegated system, draft emails & letters, handling purchase and import, procurement of items using E-tender, establishment and administrative matter, Research-project proposal, preparing project reports.

Ability to develop sound co-relations between researcher and former and industry. (with excellence in managing Public Relations and general relationship building).

Experience in planning, setting up and undertaking controlled experiments and trials knowledge of computer applications like coding & maintenance of web pages, word processing, spread sheet, PPT, presentation software etc.

**Age:** - up to 40 years (Exceptional candidates may be given an age relaxation up to 02 years).

**Consolidated salary:** - ₹35,000/- to ₹40,000/- consolidated per month.

**Last date of application:-** 18-12-2024