**Project Manager** (PMMMNNMTT TLC Project)

**Remuneration**: Consolidated salary of Rs. 90,000/- per month

**No. of Post**: One (Unreserved, on contract)

**Period of Contract**: One year (Extendable based on performance & availability of funds)

**Age Limit**: 45 years (Relaxation as per Govt. of India norms)

**Qualification & Experience**: M.Sc. in Astronomy/Physics/Mathematics/Electronics or B. Tech. in any branch or MBA followed by a minimum of 2 years of relevant professional experience with an interest in the management of science education related projects.

**Preferable**: Ph.D. in Astronomy/Physics/Mathematics/Science Education or M.Tech./Ph.D. in any branch of engineering or management, with a strong interest in Astronomy and Astrophysics.

**Desirable**: General interest in science and science education related projects, domain knowledge of astronomy and astrophysics, administrative and management skills, proficiency in English and at least one Indian language, proficiency in handling office/publication software and internet based tools, other relevant skills including good inter-personal skills.

**Nature of Work:**
1. Managing the administrative work
2. Providing assistance in delivering the products in a time-bound manner
3. Managing accounts, purchase, estate, and hiring etc. related documents and procedures
4. Liaison with the IUCAA administration
5. Planning and organizing workshops and related activities, including putting together resource material, at IUCAA and other places in the country
6. Providing inputs in the content development related to the web site creation and management
7. Any other responsibilities assigned related to astronomy education and activities of ACE

**Last date of application**: July 21, 2019