



**WALK-IN-SELECTION FOR THE POST OF MANAGER –**

**UNNAT BHARAT ABHIYAN (UBA) REGIONAL COORDINATING CELL – IISER TVM**

A walk-in-selection will held for the post of Manager – Unnat Bharat Abhiyan (UBA) Regional Coordinating Cell at IISER TVM on **13 May 2019**.

**Essential Educational Qualification:-**

- Graduation in any discipline with minimum 50% marks
- Post-Graduate Diploma / equivalent in Sociology / Management / Rural Development.

**Desirable Experience :**

- Knowledge in accounting as per government norms
- Good communication skills in English / Hindi
- Working knowledge in IT based office environment
- Experience in implementation of social development projects
- Work experience in NGOs engaged in rural development
- Willingness to travel towards coordination of activities

**Duties and Responsibilities:**

- All official works related to implementation of various programmes connected with UBA
- Maintaining of accounts related to the implementation of UBA activities
- Coordination of Participating Institute (PIs) under the RCI
- Coordination of field work in the villages adopted under UBA
- Communicating with the Government Agencies/ Universities / corporate promoters
- Publicizing about UBA activities with other educational institutes
- Conducting awareness programmes for villagers
- Ensure submission of periodical reports by PIs and RCI
- Any other duties as assigned by the Institute from time to time.

**Terms of employment:**

- i. The position is purely temporary for a period of one year which may further extended based on requirement.
- ii. **Remuneration:** Rs. 30,000/- (consolidated per month).
- iii. **Age Limit :** 45 years as on date of selection process
- iv. Place of posting will be at IISER TVM Campus Vithura Thiruvananthapuram

Candidates having the prescribed qualification and experience may attend the walk in-selection with

their complete Bio-data, original certificates for educational qualification and experience and a set of self-attested copies of all certificates on **13 May 2019**.

**Venue** : IISER TVM Campus, Maruthamala, PO Vithura, Thiruvananthapuram

**Reporting time** : 10.00 AM on 13 May 2019

For further details please contact 0471-2778061.

No TA/DA will be paid for appearing in the selection process.

Advt. No. 01/UBS dated 06/05/2019

Nodal Officer , UBA – RCI, IISER TVM