

## DETAILED NOTIFICATION

The Indian Institute of Management, Raipur is organising a walk-in interview on behalf of the Chhattisgarh State Centre for Climate Change, Aranya Bhawan Nava Raipur. The details of the position are as below:-

1. Project Coordinator: 01 post

The date and place of the interview are as under:-

Date- 09.01.2024.

Time of Reporting: 9.00 am

Place- Indian Institute of Management Raipur, Atal Nagar, Naya Raipur

*Candidates should bring the relevant documents (Original as well as a one-set photocopy), along with a passport-size photograph.*

## DETAILED TERMS AND CONDITIONS

The position-wise details are given below:-

### **Name of the post: Project Coordinator**

No. of the post: 01

*Duty location:* Chhattisgarh State Centre for Climate Change, Aranya Bhawan, Naya Raipur

*Duration:* Initially for one year (subject to availability of budget), may be extendable up on satisfactory performance and requirements.

*Monthly emoluments:* Rs. 70,000/- Per month.

*Required qualification:* Doctoral degree in Science or Master's degree in engineering/technology from a recognised university or equivalent.

*Essential experience:* Minimum 05 years experience in a related field.

*Deliverable:* He/She will be responsible for delivering the following deliverables-

1. He/she will act as the overall coordinator for events such as Seminars, Workshops, Conclave etc.
2. He/she will ensure proper communication and other required pre-event efforts to confirm the participation of all stakeholders including Resource Persons, Government officials, researchers, community-based organizations, media etc.
3. He/she will develop the required documents to organize events, such as brochures, pamphlets, background notes, detailed agendas, programme schedules, etc.

4. He/she will be responsible for compiling travel plans and other logistic arrangements of the participants of such events.
5. He/she will be responsible for all preparations during events like event management as per agenda, logistics and other arrangements of resource persons/participants.
6. He/she will be responsible for carrying out relevant studies/data collection as per the requirements of the events.
7. He/she will also be responsible for posting event activities like a compilation of Articles/Papers/Lectures delivered by the resource persons and participants in such events and development in the form of a book and other IEC & dissemination material for release at the time/after the events.
8. He/she will also coordinate the follow-up of events; relevant studies/research trials/project development etc., subject to requirement and approval of the concerned authority.
9. Any other work assigned by the office/seniors.

#### **OTHER TERMS AND CONDITIONS:**

1. Age Limit - The upper age limit for the Project coordinator will be up to 50 years at the time of selection (Relaxation up to 5 years for SC/ST/OBC/Women Candidates).
2. The emoluments indicated earlier are fixed and no other benefits/allowance will be admissible. However, a 5% increase in monthly emoluments will be provided to the candidate after completion of one year of services and satisfactory performance.
3. The duties may involve extensive fieldwork in the interior forest areas of Chhattisgarh, so the candidate must be physically fit in all respects.
4. Chhattisgarh State Center for Climate Change reserves all rights to fulfil/cancellation of this advertisement without assigning any reason.
5. In case of any legal dispute, the jurisdiction of Honb'le Raipur Court will be applicable.
6. The candidature may be cancelled at any time by giving notice/one-month emoluments from either side without assigning any reason.