

CORRIGENDUM TO ADVERTISEMENT NO. PER/07/2023

I] The post code DESK2021-007 – PROJECT ASSOCIATE -II- May be read as below:

Post Code	:	Project Associate- II
Name of the post	:	DESK2021-007
Number of post	:	01 No.
Essential Qualification	:	<p>1) A Master's degree or equivalent in Computer Science, Computer Application / Atmospheric Sciences/ Environmental Science / Library Science / Library & Information Science/ Science Communication from a recognized University or equivalent.</p> <p align="center">OR</p> <p>Bachelor's degree in Engineering or Technology in Computer Science from recognized University or equivalent.</p> <p>2) 2 years of experience in: Website content management, YouTube channel management, creation of social media posts and flyers/ brochure preparation, Web application development & designing in PHP</p> <p align="center">OR</p> <p>Library Management and services in reputed library (including corporate/ NGO)</p>
Desirable Qualification	:	Work experience in Knowledge Resource Portals, DSpace, Koha, Libsys, Infographics for Social media posts, video optimization, HTML, CSS, PHP, MySQL, JavaScript, JQuery, AJAX, writing research papers, popular science writing.
Job Responsibilities	:	<ul style="list-style-type: none">• Assisting in preparation of Knowledge based products using available resources in IITM for DESK/ Research students/ Researchers / eLearning materials of IITM/MoES• Development and maintenance of website and web applications for IITM/ IITM Projects for information dissemination (Reach Out activities)• Media Handling, assisting in Press releases for IITM/ DESK events• Assisting DESK/ Academic Cell faculty for preparation of Course material for eLearning system• Content management for IITM part in the MoES Knowledge Resource Portal MoES-KRC Portal.• Managing eResources in IITM archival system such as Current Research Highlight webpage, Institutional repository etc• Participation as volunteer for Science Exhibitions organized by IITM/ MoES and other agencies throughout the year.• Assisting in conducting various activities of IITM under science popularization program.• Assisting DESK faculty in Science Communication related course work.• Bibliometric studies and writing research papers on Library& Information services.• IITM website content management (English and Hindi website): Regular updates of contents for DESK website, Academic Records, IITM website (Scientists profiles, IITM projects, for IITM Administration (Purchase/ Establishment/ General, etc), RTI webpage, Event webpage management.• IITM Intranet content management, Pension Portal, Library Portal• support in implementing Library related services and products for IITM/ MRPF Research students and research community in IITM/ MoES.• Social Media Post creation – using infographics (for REACH OUT)• Flyers for various Events of DESK/ IITM Conferences/ Posters for Outreach activities.• Audio/ video resource management system for various courses conducted by DESK/IITM.