



GA DIGITAL WEB WORD PVT. LTD.

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Advertisement for the Post of Project Technical Officer at IISER Bhopal

The Indian Institute of Science Education and Research Bhopal, the principal employer appointed M/s GA Digital Web Word Pvt. Ltd. for the deployment of manpower on a short-term basis through work outsourcing.

In this connection, M/s GA Digital Web Word Pvt. Ltd. invites applications from interested candidates along with Bio-data for the following position:

Post	Project Technical Officer and Fund Manager – CSR, Industry Collaborations & Strategic Partnerships
No. of Posts	01 (One)
Type & Period of requirement	Full-Time Contractual (initially for 5 years, extendable for additional terms or until attaining the age of 60, whichever is earlier). The contract is renewable annually, subject to satisfactory performance.
Salary	Rs. 1,25,000 - Rs. 1,75,000/- per month (Commensurate with experience and qualifications) Increment ₹ 10,000/- PA.
Age	Maximum 45 years
Location	IISER Bhopal Campus, Bhauri, Madhya Pradesh
Essential Qualification and Experience	M.Sc./ M.Tech with at least 55% and Ph.D. in any branch of Natural Science or Engineering with at least 3 years of post- qualification experience in research & development project management, grant management/ grant writing, IPR, CSR fundraising, partnership development, industry collaboration etc. Familiarity with CSR regulations under the Companies Act, 2013. Experience in reputed higher education or research institutions will be preferred
Essential Skills	<ul style="list-style-type: none">• Strong communication and networking skills.• Strong writing skills.• Proficiency in computer applications and AI tools.• Project management skills.• Excellent organizational skills.• Experience in MS Office
About the Role	IISER Bhopal requires a dynamic professional to lead our funding cell who can explore the possibilities of funding through various channels such as CSR, Government Grants, Donations etc. The 'Project Technical Officer and Fund Manager' will also be responsible for IPR initiatives, Industry Collaborations, Strategic Partnership initiatives and future development plans of the Institute, focusing R&D, Startup Incubation, Technology Transfer etc.

Job Description	<ul style="list-style-type: none"> ▪ Draft Project Proposals and DPR. ▪ Develop and submit CSR funding proposals timely to various corporates and foundations. Keep a record of CSR related documentation for necessary compliance. ▪ Coordinate with faculty and administration to align proposals with institutional goals. ▪ Relationship Management: Develop and manage relationships with key stakeholders/ corporate representatives/ CSR heads, of various Companies/ Govt. Departments/ Bodies, industry partners, NGOs and explore funding opportunities. ▪ Take Initiatives & Manage Industry Collaborations. ▪ Network with private sector companies for CSR funds: developing relationships with private companies to bring large Corporate Social Responsibility (CSR) funds. ▪ Establish a strong relationship with various reputed Technology Transfer Offices (TTOs) in India. ▪ Facilitate commercializing the Institute's IPR portfolio: Coordination with the relevant stakeholders including inventors, various departments, TTOs, private and government organizations to enable commercialization of the Institute's owned IP/technology/services. ▪ Organize donor engagement events and outreach programs. ▪ CSR Project Accounting and Management: Manage CSR funded projects including budgeting, reporting and compliance. ▪ Undertake any other duties that may be required from time to time.
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In addition, EPF and Medical Insurance facilities shall be available as per the rules.

How to apply:

Please submit a duly filled online application (completed in all respects) on or before **5 PM, 08th September, 2025** available at <https://gadigitalinfo.in/insrtruction.aspx>. Also, the self-attested copies of the certificates/mark sheets and other testimonials should be mandatorily submitted to the email id office.gadmp@gmail.com. Only shortlisted candidates will be called for a Trade Test/Skill Test/Demonstration and Personal Interaction. No TA/DA will be paid for attending the Trade Test/Skill Test/Demonstration and Personal Interaction.

The original certificates/mark sheets and other testimonials are to be produced for verification at the time of the Trade Test/Skill Test/Demonstration and Personal Interaction.

General Terms and Conditions:

1. This is a temporary post which will be further extendable subject to satisfactory performance.
2. The outsourced employee shall be on the payroll of M/s GA Digital Web Word Pvt. Ltd.
3. The post is purely **contractual** and **temporary**.
4. The Company / Employer reserves the right to relax age, education, or any other qualifying criterion as per its requirement.

5. The post holder will have no right whatsoever to permanent employment/ regularization/ contract/ absorption.
6. The assignment can be terminated by either side with one month's notice time.
7. After the expiry of the term, employment shall stand terminated automatically unless the same is extended in writing.
8. The employee shall strictly observe the Code of Conduct and Rules & Policies prescribed by IISER Bhopal from time to time during the period of his/her deployment at the premises of our client IISER Bhopal.

Therefore, said Terms & Conditions are supplementary in addition to the terms of the appointment order/contract, which shall be issued to the eligible candidate.

M/s G A Digital Web Word Pvt. Ltd. reserves the right to deny & cancel all the applications received and cancel the appointments without assigning any reason whatsoever.