

JOB REQUIREMENTS

TECHNOLOGY SUPPORT

Deputy Director

Broad Subject Area:

Expertise in the area of Polymer Science & Technology with key skills on sub-areas like testing & characterization of plastics & allied products, plastic parts / development of moulds & dies, jigs & fixtures, plastics processing operations & techniques in novel materials like composite / nanocomposites, packaging films, etc. Plastics Waste Management & Recycling, CNC milling & CNC wire cut Machines, CAD/CAM/CAE, Mould Flow Analysis, Flow plus Cool plus Wrap Analysis, Rapid Prototyping with knowledge of ANSYS & Hypermesh, E- Manufacturing of Prototypes, Products & Tool design conceptualization, Reverse Engineering, etc.

- Established record of effective management and leadership qualities with the ability of judgement and decision making in the Shop floor.
- Ability to assess the performance of self, other individuals as well as the organization to make improvements or take corrective action.
- Understanding on how a system should work and identification of measures to analyze system performance to improve or correct performance, relative to the goals of the system.
- Creating specific task force for providing Technical Services & Consultancy to the industries, PSUs and other sectors.
- Ability to cultivate personal qualities and interpersonal skills among the employees and ability to work toward a common goal with the team.
- Human resource management skills for motivating, developing and directing employees and identifying best suited employees for a specific task.
- Skills to develop techno-commercial tie-ups with renowned industries in India and abroad to market the institution's initiatives.
- Knowledge on principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

ACADEMICS

Professor

Broad Subject Area:

In-depth knowledge in the Polymer Science & Technology; Polymeric Materials, Polymer Processing & Technology, Characterization Techniques in Polymers, Composite Science & Technology, Plastics Product Design and Tooling, Biodegradable Polymers, Plastics Recycling & Waste Management, CAD/CAM/CAE, Mould Flow Analysis, Flow plus Cool plus Wrap Analysis, Rapid Prototyping with knowledge of ANSYS & Hypermesh, E- Manufacturing of Prototypes, Products & Tool design conceptualization, Reverse Engineering, etc.

- Effective Communication skills along with Managerial & Leadership qualities.
- Efficiency in time and project management skills
- Knowledge on principles and methods for curriculum and training design, teaching and instruction for individuals and groups apart from the analysis of training outcome.
- Capability of using logic for identifying the strengths and weaknesses of solutions, conclusions and approaches to problems.
- The individual should be skilled in building harmony, influencing outcomes in support of academic programs in the context of disparate goals and negotiating for appropriate resources.
- Expressiveness and ability to navigate dogmatic environment, skills in developing collaboration and integration with various universities across the globe to facilitate development of the institution.
- Understanding of countrywide requirement for implementing new academic programs and cultivation of new opportunities for research, teaching and learning.
- Capability to bridge the gap between academic and industry through collaborative ventures.

RESEARCH & DEVELOPMENT

Chief Principal Scientist

Broad Subject Area:

Expertise in the broad research areas of Polymer Science & Technology with expertise in the sub-areas like Polymer Composites & Nanocomposites, Polymer Synthesis & Modification materials including CNT, graphenes, fibers, filters, etc. Polymer blend & alloys, Polymer membranes, Biodegradable Polymers, Plastics Waste Management & Recycling, Polymer Adhesives, Product Design & Development, CAD/CAM/CAE, Mould Flow Analysis, Flow plus Cool plus Wrap Analysis, Rapid Prototyping with knowledge of ANSYS & Hypermesh, E- Manufacturing of Prototypes, Products & Tool design conceptualization, Reverse Engineering, etc.

- Academic / Industrial Research experience with problem solving, analytical, attention to detail and practical skills.
- Analytical approach to define scientific questions and design scientifically testable hypotheses.
- Capability in developing & guiding specific research groups to convert novel concepts & ideals into reality.
- Ability to source funding capabilities and market oriented research for the growth of the institution.
- Capability to correlate data accurately, draw reasonable conclusions and avoid errors in calculations.
- Creative attitude to extrapolate solutions from research and experimentation to formulate an innate understanding on the significance and conception of new techniques and technologies.
- Ability to create collaboration with various industries to solve various engineering problems through consultancy services.

NON-TECHNICAL

Manager (Administration) / Sr. Administrative Officer / Sr. Finance & Accounts Officer

Broad Subject Area:

Expertise in the area of Govt. financial rules, Tax laws, Accounting practices, Budgeting, Audit, Costing, Resource Mobilization, Financial Planning, Plan Funds / Statutory Funds Management, Framing User-friendly Work Policies & Practices, Employee Discipline/Legal matters, Performance Management, Vigilance Administration, , Motivation of workforce by promoting an atmosphere of trust and Maintaining an effective Management Information System / documentation on all the above subject matters.

- Sound Knowledge of Govt. financial regulations / Office procedures in Govt. / Semi Govt. / Autonomous organizations of Government
- Capability to implement electronic & modern methods of book keeping and ability to work as an internal consultant on matters of Service Tax, Excise and Sales Tax
- Sustain a valuable Management Information System on Funds flow, Project Costing and Internal Revenue generation in order to enable decision making
- Arranging finance for purchases, Coordination of 5-year plan / annual plan proposal follow-up for obtaining GOI allocation & ensure effective utilization of plan funds without spillage
- Exposure in FEMA guidelines, Computerized Accounting, Insurance Activities, Financial Planning and coordination of unit / department / activity wise accounting operations
- Manpower planning and Recruitment for Optimum Utilization of Manpower resources besides fulfilling Govt. of India norms on Reservation & Concession in Appointments / Rosters
- Identifying the appropriate work areas for outsourcing and effective Management of Contract Labour in the areas of Security, Housekeeping, Gardening
- Promoting a peaceful students campus climate by building pro-active organizational culture and practices
- Management of Statutory Welfare measures such as Provident Fund, Civil Pension, New Pension Scheme, Gratuity, Insurance etc.