

CPMU (Central Project Management Unit) at IIT Jammu
under
AI-CoE initiative of MoE (Ministry of Education)
Advertisement No. IITJmu/CPMU/01/2023-24

Date January 1, 2024

The Ministry of Education (MoE) has established CPMU (Central Project Management Unit) at IIT Jammu via the letter F. No. 34-3/2023-T.S.I dated October 13, 2023, under the initiative of establishing three Centres of Excellence (CoE) in Artificial Intelligence as a part of “Make AI in India and Make AI Work for India”. This initiative is targeting three thrust areas – Agriculture, Health and Sustainable Cities. The initiative envisages the setting up of three centers of excellence (one CoE per thrust area) for Artificial Intelligence. Details of this initiative can be found at <https://iitjammu.ac.in/aicpmu/cfp.pdf>. CPMU is entrusted with creating a vibrant team of committed and enthusiastic minds to manage the AI CoE project over the next five years (2023-2028). The CPMU team will work under the overall guidance of the Apex Committee set up by the Ministry of Education Govt. of India to drive the project.

To set up the team at CPMU, **online applications** are invited from the qualified candidates for the following positions (**temporary project positions till the duration of the project November 2028**). Total duration of the appointment shall be 05 years or project duration whichever is earlier. Initial appointment shall be for 01 Year and is extendable up to the duration of the project subject to satisfactory performance in yearly reviews.

This is a rolling advertisement for receiving applications under this initiative and shall remain active till the vacancies are filled or project duration whichever is earlier. Applications shall be processed as and when sufficient number of applications are received for a given position. First screening shall start from January 15, 2024.

For Senior Project Manager and Project Manager, deputation-based recruitment shall also be considered and salary shall be mapped to appropriate level/cell in 7CPC pay matrix subject to a maximum of upper limit on the salary range. Irrespective of the mode of recruitment, these project posts are co-terminus with the project.

Please note that CPMU is free to set the benchmark and call only the eligible candidates above set benchmark for Test and/or Interview. Further, CPMU also reserves the right NOT to fill any of the posts advertised, in the event or exigency so decided without assigning any reason thereof.

Sno	Positions*	Recruitment Mode (only for the duration of the project)	Preferable Age Limit	Salary Range (Rs. In lakhs per annum)	Essential Qualifications and Experience (Please refer to Details in Annexure I)
1	Senior Project Manager (01 post)	Direct/ Deputation	45 years	25-30	(i) Bachelor's and/or Master's degree in engineering, finance/business administration/law/related disciplines. (ii) 10 years of relevant experience. (iii) Proficiency in office software and financial management tools.
2	Project Manager (01 post)	Direct/ Deputation	35 years	10-15	(i) Bachelor's degree in engineering/finance/business administration/law/related disciplines. (ii) 2 years of relevant experience. (iii) Proficiency in Office automation tools and the ability to adapt to various software tools
3	Project Associate/Young Professionals (05 posts)	Direct only	30 years	8-10	(i) Bachelor's degree in engineering/finance/business administration/law/related disciplines. (ii) Proficiency in Office automation tools and the ability to adapt to various software tools.

* Positions are co-terminus with the project.

This team is largely responsible for facilitating and coordinating the project execution and monitoring facilitation.

Expected task list (not exhaustive) is

- 1) Call for Proposals (CFP)
- 2) Developing/curating the process/platform for proposal submissions, and hosting information on project related activities including milestones and outcomes validation.
- 3) In person and VC meetings of CPM (Chief Project Managers) with MoE / respective line ministries (Ministry of Agriculture and Farmers Welfare [MoAFW], Ministry of Health and Family Welfare [MoHFW] and Ministry of Housing and Urban Affairs [MoHUA])
- 4) Online meetings of Apex Committee coordination. Action points from records of discussions with follow up actions.
- 5) Support towards Apex Committee in the
 - a) Follow up actions driven for the outcomes and milestones of the projects.
 - b) Timely execution and monitoring of the project
 - c) Evaluation, and screening of projects and
 - d) Review the progress of all projects.
 - e) Handholding the projects
- 6) Documenting the activities related to the project including contracts and compliance.
- 7) Build a network of partners and collaborators that includes investors. industry partners, mentors and subject matter experts
- 8) Compilation of Progress Reports and UC (Utilization Certificate)
- 9) Project funds management at CPMU
- 10) Preparation of consolidated quarterly project reports
- 11) Execution of rollout plans at the end of the project period.
- 12) Providing necessary information to MoE /MoAFW/MoHFW/MoHUA as and when desired
- 13) Any other as per the requirements

Annexure I

1	<p>Senior Project Manager, Pay Range (Rs. 25-30 lakhs per annum)</p> <p>The Senior Project Manager is a key leadership role that ensures the efficient and effective operation of the Central Project Monitoring Unit. This role requires <i>strong financial and administrative expertise, leadership skills, and the ability to manage a diverse set of responsibilities</i> to support the organization's projects and initiatives.</p> <p><u>Job Description</u></p> <p>CPMU proposes to engage a Senior Manager to manage the secretariat functions related to Finance, Administration, Human Resources, IT and Legal verticals in the Central Project Monitoring Unit (CPMU). This is a full-time role for temporary project post at the CPMU for the duration of the project. The Senior Manager in CPMU is responsible for overseeing and managing all secretariat-related functions, administrative operations, and financial activities. This role plays a crucial part in ensuring efficient administrative and financial management, enabling the successful execution of AI projects and the achievement of CPMU objectives.</p> <p><u>Essential Qualifications and Experience</u></p> <p>(i) Bachelor's and/or Master's degree in engineering, finance/business administration/law/related disciplines. (ii) A minimum of 10 years of relevant experience in managing complex, multi-sector diverse projects (preferably in one of the verticals in Agriculture/Health/Sustainable Cities). Experience should be able to demonstrate skills in administration and finance management, leadership and communication, budget management, and financial reporting, organizational and multitasking abilities. (iii) Proficiency in office software and financial management tools.</p> <p><u>Desirable</u></p> <p>(i) An MBA degree and/or Project management certification (e.g., PMP). (ii) Experience with cross-sector project management. (iii) Time management skills to support project planning and execution. (iv) Knowledge of relevant regulations and compliance standards is desirable. (v) Experience with PFMS (Public Finance Management System) and GFRs is desirable. (vi) Excellent analytical, problem solving, management and communication skills.</p>
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	<p>(vii) Working knowledge of AI.</p> <p>Key Responsibilities</p> <p>(i) Administrative Management: Supervise and lead a team of project managers and associates. Ensure the smooth functioning of the secretariat and administrative processes. Manage office facilities, equipment, and supplies to maintain a conducive work environment. Ability to support the Chief Project Coordinator in overall project management, coordinating cross-sector projects, and mentoring the project managers and associates. Effective stakeholder management with relevant ministries, industry ecosystem relevant to the project and Centres of excellence. Proficiency in facilitating collaboration and knowledge sharing among the three Centers of Excellence.</p> <p>(ii) Financial Management: Develop, monitor, and manage the budget for the Central Project Monitoring Unit. Oversee financial operations, including expense tracking, procurement, and vendor management. Skillful allocation of resources and budget management for efficient project execution. Ensure compliance with GFR/ Govt of India rules and regulations/MoE guidelines in the initiative/ audits etc.</p> <p>(iii) Documentation and Record Keeping: Maintain and manage records, documents, and reports related to AI projects and unit operations. Implement document management and archiving procedures for easy retrieval of critical information. Prepare regular reports on unit activities, expenses, and budget utilization. Provide financial and administrative data/ MIS for senior management decision-making.</p> <p>(iv) Meeting Coordination: Coordinate meetings, conferences, and events related to the unit's activities. Prepare agendas, record of discussions (RoDs), minutes, and relevant documentation for meetings. Manage invitations, logistics, and post-meeting follow-ups.</p> <p>(v) Communication and Correspondence: Handle official correspondence, both incoming and outgoing, ensuring professionalism and accuracy. Facilitate effective communication between the unit and external stakeholders.</p> <p>(vi) Personnel Management: Oversee HR-related functions within the unit, including recruitment, onboarding, and staff development. Promote a positive work environment.</p> <p>(vii) Policy and Procedure Compliance: Ensure compliance with organizational policies, procedures, and regulations. Develop and implement internal processes and guidelines as needed.</p> <p>(viii) Legal</p>
2	<p>Project Managers, Pay Range (Rs. 10-15 lakhs per annum)</p> <p>The Project Manager role (this is a full-time role for temporary project post at the CPMU for the duration of the project) offers a unique experience for individuals eager to develop their careers across multiple key areas in project management. It provides a well-rounded learning experience and the opportunity to collaborate with experienced professionals, contributing to the effective execution of AI projects. The Project Managers can look forward to nurturing their skills in finance, administration, management, and legal aspects. This role is an exceptional opportunity for individuals looking to establish a career in these fields and contribute to the successful implementation of AI projects.</p> <p>Job Description</p> <p>(i) CPMU proposes to engage Project Managers to manage Finance, Administration and Legal verticals in the Central Project Monitoring Unit (CPMU). The Project Manager role within the Central Project Monitoring Unit for Artificial Intelligence is a dynamic and multifaceted position designed to provide talented and driven individuals with a comprehensive understanding of critical aspects of project management. This role offers opportunities to gain hands-on experience in finance, administration, management, and legal functions while contributing to the successful execution of AI projects.</p> <p>Essential Qualifications and Experience</p> <p>(i) Bachelor's degree in Engineering/finance/business administration/law/related disciplines.</p> <p>(ii) A minimum of 2 years of relevant experience in managing complex, multi-sector diverse projects (preferably in one of the verticals in Agriculture/Health/Sustainable Cities).</p> <p>(iii) Proficiency in Office automation tools and the ability to adapt to various software tools.</p> <p>Desirable</p> <p>(i) Prior experience/ certifications/ Familiarity with project management software and tools in the areas of administration, management, human resource, finance, and accounts or legal are preferred.</p> <p>(ii) Coursework or internships related to AI or project management.</p>

	<p>(iii) Excellent analytical, problem-solving, and communication skills.</p> <p>(iv) Knowledge of Web/Online information management systems and Coding skills</p> <p>(v) Ability to adapt to changing project requirements and work as a team member.</p> <p>Key Responsibilities</p> <p>(i) Project Management: Individuals are expected to have working (preferably good) knowledge in the following verticals (Finance/ Administration/Human Resource Management/Legal/Technology and IT).</p> <p>a. Finance: Assist in financial analysis, budget tracking, and expense management for AI projects, Support procurement processes, Preparation of financial reports and presentations for project stakeholders. Compliance- Ensure adherence to financial regulations, organizational policies, and audit requirements.</p> <p>b. Administration: Office Management including facilities, equipment, and supplies. Document Management- Manage project documentation, records, and backups, ensuring accessibility and security. Meeting Coordination- Assist in the planning and coordination of meetings, conferences, and events. Stakeholder Communication- Support communication efforts with project stakeholders and partners.</p> <p>c. Legal: Legal Research- Conduct legal research and analysis on matters relevant to AI projects and contracts. Contract Management- Assist in contract reviews, compliance checks, and contract administration. Policy Compliance- Ensure compliance with legal and regulatory standards and the organization's policies. Confidentiality- Maintain confidentiality and data security in accordance with legal and privacy standards.</p> <p>d. HR Management: Oversee HR-related functions within the unit, including recruitment, onboarding, and staff development. Promote a positive work environment.</p> <p>e. Technology and IT: Web and information management portals, designing and maintaining databases to assist in project progress and analytics.</p> <p>(ii) Management: Collaborate with other project managers and associates to assist with project planning, execution, and monitoring. Team Collaboration- Engage in cross-functional teamwork with data scientists, engineers, and analysts.</p> <p>(iii) Project Documentation- Help maintain accurate project records, including project plans, progress reports, and meeting minutes. Innovation- Contribute creative ideas and solutions to improve project outcomes and efficiency. Media- Communicate project progress and achievements with relevant stakeholders through relevant communication channels including press and social media.</p> <p>(iv) Any task as assigned by senior CPMU members.</p>
3	<p>Project Associate, Pay Range (Rs. 8-10 lakhs per annum)</p> <p>The Project Associate role (this is a full-time role for temporary project post at the CPMU for the duration of the project) offers a unique experience for individuals eager to initiate their careers across multiple key areas in project management. It provides a well-rounded learning experience and the opportunity to collaborate with experienced professionals, contributing to the effective execution of AI projects.</p> <p>The Project Managers can look forward to nurturing their skills in finance, administration, management, and legal aspects. This role is an exceptional opportunity for individuals looking to establish a career in these fields and contribute to the successful implementation of AI projects.</p> <p>Job Description</p> <p>(ii) CPMU proposes to engage Project Associate to manage Finance, Administration and Legal verticals in the Central Project Monitoring Unit (CPMU). This role offers opportunities to gain hands-on experience in finance, administration, management, and legal functions while contributing to the successful execution of AI projects.</p> <p>Essential Qualifications</p> <p>(i) Bachelor's degree in engineering/finance/business administration/law/related disciplines.</p> <p>(ii) Proficiency in Office automation tools and the ability to adapt to various software tools.</p> <p>Desirable</p> <p>(i) Coursework or internships related to AI or project management.</p> <p>(ii) Familiarity with project management software and tools related to finance, management, administration, and legal work.</p> <p>(iii) Excellent analytical, problem-solving, and communication skills.</p> <p>(iv) Web/Online information management systems, Coding skills</p> <p>(v) Excellent communication skills to collaborate with team members and assist in project-related activities.</p> <p>(vi) Ability to adapt to changing project requirements as a team member.</p>

Key Responsibilities

	<ul style="list-style-type: none">(i) Data Analysis,(ii) Assist in financial analysis, budget tracking, and expense management for AI projects.(iii) Office Management and project documentation(iv) Communication with stakeholders(v) Project Documentation(vi) Any task as assigned by senior CPMU team members
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