



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT130/2024

Job Title

PROJECT DIRECTOR

Job Reference Number

50582461

Application End Date

14.06.2024

Type of Employment

Temp – Consolidated

No. of Position(s)

1

Application Category(s)

1(UR-1)

IITB Recruiting:

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience for one position of Project Director(Institute Online Presence and Web Management).

Essential Qualifications & Experience:

BE/B.Tech or an equivalent degree with a minimum of 17 years of relevant experience in managing IT projects or services after the qualifying degree, out of which 8 years of experience should be at Pay level 12 or equivalent (candidates from the private sector should have 8 years of experience at a CTC of 18 lakhs per annum) or above.

For applicants with M.Tech/M.E Degree, the normal duration of master's programme would be counted towards the experience.

Desirable Qualification:

- 1)More than 10 years of experience in software development and/or design.
- 2)A minimum of 3-4 years of experience in web project management.
- 3)Bachelor's degree in computer science, preferably have done coursework or direct experience in graphic design, web development, and UI/UX design concepts.
- 4)Strong experience in project management and development.
- 5)Extensive knowledge of advancements and trends in web design and user journeys.
- 6)Working knowledge of programming languages, such as Java, HTML, CSS, PHP etc.
- 7)Experience in managing web servers and cloud-based hosting.
- 8)Strong leadership, collaboration, communication skills and time-management skills.
- 9)Strong ability to work in a fast-paced, deadline-driven environment.

10) Strong SEO Understanding.

Job Profile:

The Project Director of web development will be a member of the senior team reporting to the Dean Strategy. He/ she will lead the project for IIT Bombay's overhauling online presence including redesigning and development of key websites (e.g. main website, academic website, administration, etc.), integration with social media, content development, and provide expert oversight and strategic input for the same. He/she shall have to take a holistic view of all the digital properties, including branding, content messaging, various back-end systems and databases and how they connect to our public-facing online presence. He/she will be responsible for creating and implementing strategic plans for the architecture and long-term maintenance of the website, balancing the need for flexibility, scalability, and Institute needs with a focus on stability, security, and ease of use.

Web Development would include:

Discovery
Vendor Selection
Information Architecture
Project Management
Wireframes
Design (User Interface & User Experience)
Content
Development
Quality Testing
Launch
Ongoing Updates

Key responsibilities:

To lead web development project as a digital strategist working with internal stakeholders, design and development team/ vendor.

To create and execute the vision for a stable, adaptable website and information architecture.

To co-create development roadmap together with the office senior leaders and internal teams, identifying future needs, fixes, enhancements, and scalability.

To consult with internal stakeholders to determine the website's desired appearance, functionalities, content and messaging.

To conceptualize the website design process and vendor selection and lead the IT development team.

To create and implement a comprehensive approach to bridging new and old websites, including syncing with legacy databases/ applications.

To oversee all aspects of interactive development, including CMS development, front-end development, dev ops, server architecture and maintenance, and security strategy.

End to End project management along with co-ordinating with cross-functional teams to deliver the project on time and within budget.

To document website development processes and procedures.

To prepare project progress updates for senior executives and to perform website demonstrations.

Pay Details:

Rs.2,55,234/- p.m. [Base salary of Rs.1,44,200/- in Level EO5(144200 - 218200) + Rs. 72,100/- inflation compensation @ 50 % on base salary & Rs.38,934/- Out of Campus Allowance @27% on base salary.]

(Inflation Compensation shall be paid at the rate of admissible percentage of Dearness Allowance declared by the GoI from time to time. The rate of Inflation Compensation as on 01.01.2024 is 50%.)

Other allowances and Entitlements:

a)Health insurance: Health insurance premium up to Rs. 20,000/- for a family of upto four (self, spouse, and two dependent children), would be reimbursed to the full-time employee on yearly basis.

b)NPS Benefits: A matching contribution to the NPS account of the full-time temporary employee up to the age of 60 years will be made by the Institute subject to a maximum of 14% of the base salary + inflation compensation.

c)Group Term Insurance scheme applicable to institute permanent staff shall also be applicable to a temporary full-time employee.

Age limit: 55 years.

General information:

1. The post is temporary and on contract, initially for a period of three years which may be extended further subject to satisfactory performance.

2. The incumbent shall have no claim on any regular position of the posts and not be bestowed upon with any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.

3.After completing the whole process of online application, the applicant should again login into the portal to confirm that his/ her application is submitted. It should be noted that any issue, related to the above process, reported beyond 7 days from the closing date will not be entertained, and candidature will not be considered.

4. Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. The Institute can limit the number of applicants to be called interview on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

5. Selection Process: The selection will be through interview.

6. Applicants are advised to satisfy themselves before applying that they possess the minimum essential qualification(s) and experience, as specified in the advertisement. Qualification obtained has to be from a recognized University/ Institute.

7. Incomplete application shall be summarily rejected.

8. Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

9. Eligibility of a candidate for the post shall be considered as on the date of closing of online application interface.

10. The Institute reserves the right not to fill any of the advertised positions.

11. The age limit criterion will be relaxed for persons working in any department/ section/ unit/ project of IIT Bombay for at least three years (220 days or more per year) and have crossed the age limit criterion during the above period.

12. Age relaxation would be as per Institute norms.

13. Applicant should upload copy of certificates in support of their essential qualification, experience, age, caste etc. Original certificates should be produced at the time of Selection Process as well as on joining.

14. Applicant is required to upload certificate(s) in support of minimum experience required in proper format, i.e., it should be on organization's letter head, bearing the date of issuance, designation, pay drawn for each position, duly certified by the competent authority.

15. Age relaxation for SC / ST / OBC category applicants is applicable only if the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

16. The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

17. Decision of the Institute in all matters relating to eligibility of an applicant for the selection process would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

18. No correspondence will be entertained from candidates regarding conduct and result.

19. Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to upload NOC from the existing organisation and also produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

20. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

21. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

22. Canvassing in any form shall lead to disqualification.

23. No interim correspondence will be entertained.

24. Outstation candidates called for interview will be reimbursed airfare by economy class (by Air India only) to the Institute and back, by the shortest route, on production of proof of onward and return journey (xerox copy of tickets/ receipts and boarding passes). Fair will not be paid on the spot, but will be reimbursed subsequently through bank transfer.

25. For any query related to submission of online application, you may send e-mails on jobs@iitb.ac.in. However, enquiry / queries related to eligibility for the post / interpretation of rules will not be entertained.

26. Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staffrecruitment>. Addendum / corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website

27. Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment>

28. Correspondence subsequent to submission of application should essentially be sent to jobs@iitb.ac.in with application ID, Job title and Job Ref. No. mentioned in the subject.

29. Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

30. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

The date of closing of online application interface is 14.06.2024.

REGISTRAR

Date: 15/05/2024