



## INDIAN KNOWLEDGE SYSTEMS DIVISION

(Ministry of Education, Govt. of India)

AICTE HQ, Nelson Mandela Road, Vasant Kunj, New Delhi- 110070

Ph. Nos.: 011-29581522/1004

website: [www.iksindia.org](http://www.iksindia.org)

Advt. No. 2-65/IKS/Minor/2024

Name of post(s)	<b>Project Associate</b>
Number of post(s)	06
Nature of post	Purely on contract basis as a part of the IKS Project Management Unit
Monthly Remuneration	Rs.60,000/- per month (consolidated)
Period of service	Initially for a period of one year and extendable further for one more year as per requirement / performance
Place of Service	New Delhi/ Delhi
Essential Qualification(s)	Master's Degree in any relevant discipline including Humanities, Social Sciences, Sciences, Engineering, or an IKS-related field from recognized University with at least 55% marks or equivalent grade. A relaxation of 5% (i.e., minimum 50% marks) is applicable for candidates from SC/ST/Women categories.
Desirable Skills	Proficiency in digital tools for research, data analysis and documentation. Experience in Organizing academic workshop, meetings and dissemination activities. Research experience in Indian Knowledge Systems (IKS) or related interdisciplinary areas
Age Limit	Candidates must be below 35 years of age at the time of application. A relaxation of up to 5 years (i.e., 40 years) is applicable for SC/ST/Women candidates.
Key Responsibilities`	<ul style="list-style-type: none"> <li>Assisting the IKS Division in the centralized coordination of all Subject-Specific Minors across institutions;</li> <li>Supporting documentation, reporting, and compliance procedures for academic and administrative records;</li> <li>Coordinating with faculty members, thematic coordinators, and institutional focal points to streamline activities under each Minor;</li> <li>Ensuring smooth implementation of class schedules, attendance tracking, academic calendars, and examination timelines;</li> <li>Monitoring adherence to UGC and NEP 2020-aligned guidelines and processes across participating institutions;</li> <li>Liaising with technical and support teams for uploading, reviewing, and maintaining course material on digital platforms;</li> <li>Providing logistical support to the IKS Division in organizing meetings, reviews, training workshops, and publications related to the Minors.</li> <li>Any other specific task assigned by National Coordinator</li> </ul>
Preference	<ul style="list-style-type: none"> <li>Academic Coordination Experience</li> <li>Administrative and Documentation Skills</li> <li>Knowledge of Indian Languages</li> </ul>

### **General Guidelines:**

1. Selection will be made as per the prescribed norms and requirement of the job
2. No TA/DA will be paid for attending the test / written exam/ interview/ joining the duty on selection.
3. The candidate short listed for interview will be informed by e-mail. The Council will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
4. Original Educational Qualifications, Proof of Age, experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be uploaded with the application in support of educational qualifications and experience etc.
5. The decision of the IKS Division in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
6. The IKS Division reserves the right to modify or withdraw the advertisement at any stage without assigning any reason.
7. The IKS Division reserves the right to terminate any contractual engagement without prior notice in case of any misconduct/unsatisfactory performance etc.
8. This offer of engagement does not confer any right implicit or explicit for your consideration for regularization / absorption in MoE/IKS.
9. Entitled for 2.5 days leave in each calendar month with a provision to carry forward the leave, if the assignment is continued without a break, subject to lapse at the end of the calendar year.
10. TA is admissible for duties performed on Saturday, Sunday or any Gazetted Holiday as per entitlement.
11. Not entitled for residential accommodation, official transport, LTC, leave encashment, Medical reimbursement etc. or any other allowance / facilities as admissible any regular employee being a contractual position.
12. TA/DA as per prevalent Rules for outstation duty(s), if any.



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### APPLICATION FOR .....

1. Name of the Applicant: .....
2. Father/Mother/Husband's Name: .....
3. Date of Birth: ..... Age: .....
4. Category (SC/ST/OBC/GEN) .....
5. Gender (M/F): .....
6. PAN Number (attach copy of PAN Card) .....
7. Aadhaar No. (attach copy of Aadhaar Card) .....
8. Email: .....
9. Mobile Number: .....
10. Present correspondence Address:

Pin Code:

Mobile No.:

E-Mail.ID :

11. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

12. Title of the Ph.D Thesis (If Awarded/Submitted): .....

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13. Specialization Area: .....

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14. Details of papers/books published/paper or poster presentation (separate sheet may be Attached, if required):

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15. Details of Professional training/Training programme/workshop obtained, if any (separate sheet may be Attached, if required):

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16. Details of research/teaching/industry experience – starting with the last & current position (separate sheet may be Attached, if required)

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17.

Summary of experience in IKS domains	Any Other Professional Activities Undertaken, Awards Received	Membership of Professional Societies

18. Any other information:

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### **DECLARATION**

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn. I also agree that if any information is found to be wrong later, IKS Division may terminate the position without any further enquiry.

**(Signature of the Applicant)**

**Date :** .....

**Name**.....

**Place :** .....

**Address :** .....

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