



No.: TEXMiN/Rect./M (A & HR)/2026/474

Dated: June 02, 2026

POSITION FOR MANAGER (ADMINISTRATION & HR OPERATION)

Indian Institute of Technology (Indian School of Mines), Dhanbad [IIT (ISM) Dhanbad] has been entrusted for the establishment of a mining technology innovation hub under the National Mission for Interdisciplinary Cyber-Physical Systems (NMICPS). As mandated under the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) by the Department of Science and Technology (DST), Govt. of India, Technology Innovation Hub (TIH) at IIT (ISM) is aimed at becoming the nodal centre heading the innovation activities in Exploration and Mining.

In order to carry out the activities of TIH, a Section 8 SPV has been established in the name of TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION (TEXMiN) at IIT (ISM). The Section 8 company will work as an umbrella body to nurture and promote the objectives and activities of TIH in Exploration & Mining in the framework of NM-ICPS, DST, Gol. TEXMiN Hub is financially supported by DST, Gol, for a period of five years. The Hub is to be governed by its Hub Governing Body (HGB).

TEXMiN is looking for a dynamic Manager -Administration & HR Operation for the Mining Industries of the company for various mining-related development projects. The details of the post are as under:

Position	MANAGER (ADMINISTRATION & HR OPERATION)
Number of Position (s)	01
Company	TEXMiN Foundation, IIT (ISM) Dhanbad
Sponsoring Agency	DST, Gol
Tenure	Initially for a period of 2 years or till project tenure (Renewable/extendable based on annual performance)
Job Description	<ul style="list-style-type: none">▪ Manage and oversee administrative and HR operations of TEXMiN Foundation, ensuring efficient and compliant functioning.▪ Plan, coordinate, and monitor projects, programs, workshops, and stakeholder engagements.▪ Handle vendor management, procurement processes, and compliance documentation in line with institutional and funding agency guidelines.▪ Ensure effective coordination among internal teams, startups, external partners, and institutional stakeholders.▪ Oversee HR operations, including onboarding, employee records, attendance, and implementation of organizational policies.▪ Support and coordinate recruitment processes and employee engagement activities.▪ Supervise and streamline documentation, filing systems, and reporting mechanisms for transparency and efficiency.▪ Prepare and review reports, dashboards, presentations, and documentation for management, audits, and statutory requirements.

	<ul style="list-style-type: none"> ▪ Facilitate execution of training programs, incubation activities, startup events, and outreach initiatives. ▪ Drive process improvements and digital initiatives for better project tracking and operational efficiency. ▪ Ensure professionalism, confidentiality, and adherence to organizational policies and procedures.
Essential Qualifications	<ul style="list-style-type: none"> ▪ First Class Postgraduate (MBA / PGDM / Commerce / Management / Public Policy / HR / Finance or equivalent) from a recognized institute ▪ Proficiency in MS Office (Word, Excel, PowerPoint) and basic documentation/reporting tools ▪ Candidates with background in operations, banking, administration, or project coordination will be preferred
Essential Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years of relevant experience in administration, operations, project coordination, or similar roles, with demonstrated experience in handling responsibilities at the Managerial level (Assistant Manager /Manager Position) in government/Corporate//PSU or similar organizations ▪ Experience in project coordination, procurement processes, administration, or operational management ▪ Proven ability in multi-stakeholder coordination, including internal teams, vendors, and external partners ▪ Experience in documentation, reporting, and compliance-related activities ▪ Exposure to HR operations, including onboarding coordination, employee records, attendance management, or recruitment support ▪ Demonstrated skills in planning, execution, and monitoring of projects/programs ▪ Strong organizational, communication, and problem-solving abilities ▪ Proficiency in MS Office/Finance/Administration related tools and familiarity with corporate systems.
Desirable Experience	<ul style="list-style-type: none"> ▪ Experience in innovation ecosystems, startup incubation programs, or research/technology project operations ▪ Exposure to HR processes, including recruitment coordination, employee engagement, and basic policy implementation ▪ Familiarity with government procedures, procurement processes, and compliance frameworks ▪ Experience in vendor management and contract coordination ▪ Exposure to digital tools, MIS/reporting systems, or process improvement initiatives ▪ Ability to work with diverse stakeholders, including academic, industry, and government partners
Maximum Age limit	45 years
Salary	Rs. 60,000-70,000/- per month (consolidated) with 3-10% increment based on performance
Method of Recruitment	Online/Offline
Apply to	TEXMiN Foundation through email texmin@iitism.ac.in
Last Date & Time	June 23, 2026

- Candidates are requested to apply along with a **recent updated CV** along with enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc., through e-mail (texmin@iitism.ac.in) with a subject line: **“Manager (Administration & HR Operation)”**.
- The shortlisted candidates will be informed through email for attending the interview. The selected candidate will be required to bring the original certificates and supporting documents for verification at the time of joining.
- The post is purely temporary and co-terminus with the completion of the tenure of the candidate, however, continuation of the person in the TEXMiN Foundation subject to his/her satisfactory performance.
- For further details, candidates may contact through email: texmin@iitism.ac.in

***GENERAL INSTRUCTIONS TO THE CANDIDATES**

1.	<p>(a) The TEXMiN reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process.</p> <p>(b) Fulfilment of qualifications per-se does not entitle a candidate to be called for the selection process. Desirable qualifications shall also be taken into account for the scrutiny of applications.</p> <p>(c) The TEXMiN reserves the right for an exceptionally meritorious candidate, the selection/scrutiny committee may relax the essential experience.</p> <p>(d) The TEXMiN reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason, and its decision in this regard shall be final.</p> <p>(e) All advertised positions are purely temporary and contractual in nature, and the selected candidates cannot claim for appointment against any regular positions in the Institute/ TEXMiN.</p> <p>(f) The engagement of all advertised positions will be subject to their medical fitness and Police Verification.</p> <p>(g) The TEXMiN reserves its right to terminate the contractual engagement of all advertised positions by giving one month notice or one month’s remuneration in lieu thereof without assigning any reason.</p> <p>(h) Leave is not a matter of right. However, all advertised positions may be allowed 30 days’ Casual Leave in a calendar year. The leave, if not availed by 31st December in the year will not be carried forward to next year and will lapse. They will not be entitled for payment of any cash equivalent in lieu of unutilized leave.</p> <p>(i) All advertised positions will not be entitled for any accommodation or any other type of allowance.</p> <p>(j) All advertised positions may apply for termination of their contractual engagement on two months’ notice. However, their relieving will be subject to the condition that the work being undertaken by them does not get hampered and that an alternative arrangement has been made by the TEXMiN prior to his/her relieving.</p> <p>(k) The TEXMiN reserves the right to impose any other reasonable conditions to safeguard the interests of the TEXMiN, IIT ISM Dhanbad.</p>
2.	<p>The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.</p>

3.	The TEXMiN, IIT ISM Dhanbad reserves the right to assign/ transfer the selected candidates to any section/department within the TEXMiN, IIT ISM Dhanbad and engagements will be offered accordingly.
4.	<p>The shortlisted candidates will be called for an Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the interview.</p> <p>The Committee constituted to conduct the Practical Trade Test and Written Test will decide the minimum qualifying marks for Written & Practical Trade Test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.</p>
5.	<p>i) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>ii) The applicants should keep visiting the website of the TEXMiN and IIT (ISM), Dhanbad for any information related to the recruitment process.</p> <p>iii) TEXMiN reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p>
6.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.