

# Indian Institute of Technology Mandi

## Malaviya Mission Teacher Training Centre (MMTTC) NOTICE FOR CONTRACTUAL MANPOWER RECRUITMENT

**Date:** 24 November 2025

**Last Date for Application:** 28 November 2025, 02:00 PM

### 1. Available Positions

| Post               | No. of Positions | Monthly Consolidated Salary |
|--------------------|------------------|-----------------------------|
| Project Assistant  | 01               | ₹35,000/-                   |
| Computer Assistant | 01               | ₹30,000/-                   |
| Support Staff      | 01               | ₹22,000/-                   |

These positions are purely temporary up to 31 March 2026 or completion of the MMTP funding at IIT Mandi. The appointment can be terminated even earlier in case of unsatisfactory performance without any notice. Based on the satisfactory performance and continuation of MMTP, the appointment is extendable.

### 2. Essential Qualifications

#### Project Assistant

- Master's degree in Science/Engineering/Management or equivalent.
- Strong skills in coordination, documentation, communication, and basic IT/digital platform handling.
- Experience in report preparation, data management, and office administration (preferred).
- Basic computer and office skills are desirable.

#### Computer Assistant

- B.Tech/MCA in computer/IT relevant discipline.  
Strong skills in coordination, documentation, communication, and basic IT/digital platform handling.

- Experience in report preparation, data management, and office administration (preferred).
- Basic computer and office skills are desirable.

#### **Support Staff**

- 3 years Engg. Diploma/B.Sc./B.A./B.Com./B.B.A./B.Tech/BCA
- Basic computer and office skills are desirable.

### **3. Roles & Responsibilities**

- Coordination and facilitation of MMTTC events, workshops, and training programmes.
- Documentation and preparation of quarterly/annual reports for submission to UGC through the MMTTP portal (as mandated in guidelines).
- Ensuring programme quality, maintaining records, and timely submission of utilization and progress reports.
- Managing online platforms, registrations, communication, and digital databases.
- Providing administrative and logistical support for day-to-day MMTTC operations.
- Any other duties assigned by the Programme Director, MMTTC.

### **4. Application Requirements**

Applicants must submit **a single PDF** containing:

1. **Curriculum Vitae (CV)**
2. **1–2 page Statement of Purpose (SOP)** addressing:
  - Suitability for the applied post
  - Motivation to work with MMTTC
  - Proposed plan for making MMTTC activities effective and successful

### **5. Submission Procedure**

Applications must be submitted through the following Google form **on or before 28 November 2025, 02:00 PM**.

<https://forms.gle/sxbnSeA6Koid5jaC8>

For any queries, please contact the MMTTC Office, IIT Mandi at [mmttp@iitmandi.ac.in](mailto:mmttp@iitmandi.ac.in).

**Programme Director**  
**MMTTC, IIT Mandi**