



विकास प्रबंधन संस्थान
Development Management Institute

Advertisement for the recruitment of a Project Associate (Contractual)

Ref. No.: DMI/Academic/07/15-16(VIII)/ 673

Date: 25/07/2023

Development Management Institute (DMI), Patna, invites applications for the post of Project Associate on a contractual basis for Indian Nationals who meet the essential qualifications and experience mentioned in the following table.

Name of Position	Project Associate
Number of Posts	One (01)
Essential Qualification	Master's Degree in any discipline/branch
Primary Responsibilities	<ul style="list-style-type: none">• Academic Counseling – Educating and providing counseling services to degree students about the DMI's two-year, fully residential PGDM program in Development Management• Designing and conducting student activities for college students• Content generation and management – Alumni of the week (with the help of the alumni office), know your faculty, broadcasting activities for promoting admissions• Preparation of admissions-related IEC material – Brochures, Posters, Flyers, etc.• Admission selection Process – Conducting the admission selection process, compiling the results, sending interview and admission offer letters, and giving DRCC letters• Organize and conduct student campus visits, Faculty College and institutions visits, and maintain a database of contacts• Conduct postal campaigns and social media posts for admissions
Desirable	<ul style="list-style-type: none">• Good command of English and Hindi languages• Good communication skills (written and verbal)• Well-versed in Microsoft Office (Word, PowerPoint, Excel)• Experience in content generation for social media and online advertisements• Good skills in data analysis and report generation• Good interpersonal and public relations skills• A self-motivated person with a strong desire to learn, undertake new challenges, and be creative & innovative
Experience	<ul style="list-style-type: none">• Experience in an academic environment - colleges, universities, coaching centers• Experience in social media and online campaigns• Especially experience in handling admissions is preferable
Remuneration	It will be determined based on qualifications, experience, and last drawn salary for the selected candidates.
Tenure	Eleven (11) Months
Type of Engagement	Full Time (On Contractual Basis)
Max Age Limit	35 Years

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How to Apply

Eligible candidates may apply by filling out the form by visiting the link given below, filled-in the application need to be submitted latest by August 10, 2023 (Thursday) before 05:00 PM.

No offline application will be accepted.

Link: <https://forms.gle/SaP4vNzT2JHCf15ZA>

Candidates have to make sure that they are fully eligible for this post, and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of the selection process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.

Disclaimer

1. Please note that submitting an application for the position does not guarantee employment or an offer for the job.
2. Only suitable candidates will be called for the interview.
3. The decision of the DMI will be final in all matters related to the recruitment of suitable candidates.
4. DMI reserves the right to cancel this advertisement at any stage without assigning any reason.

Development Management Institute (DMI)

Development Management Institute (DMI) was set up on 13 February 2014, pursuant to a desire of the Government of Bihar to establish a High-Performance Knowledge Institution (HPKI). DMI believes that the livelihoods of small producers and marginalized people can be enhanced by organizing them to form member participation-based, democratically governed institutions that leverage the strengths of collectives and build enduring partnerships with professionals for reaping the benefits of technology and market integration, inspired by and recognizing the growing need for Development Management Professionals, the Government of Bihar took the initiative to establish DMI as an autonomous institution. For more information, please visit www.dmi.ac.in.

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25/07/2023