Centre for Innovation and Entrepreneurship
JAMIA MILLIA ISLAMIA (NAAC Accredited 'A++' Grade)
Maulana Muhammad Ali JauharMarg, NEW DELHI – 110025
नवोन्मेष एवं उद्यमिता केंद्र, जामिया मिल्लिया इस्लामिया
मौलाना मुहम्मद अली जौहर मार्ग, नई दिल्ली – ११००२५
Ph: 26981717/1728, 2590, E-mail: cie@jmi.ac.in

Advertisement for Contractual Positions
Centre for Innovation and Entrepreneurship (CIE)
PM VIKAS Scheme
Jamia Millia Islamia, New Delhi – 110025
(NAAC Accredited 'A++' Grade)

The Centre for Innovation and Entrepreneurship (CIE), Jamia Millia Islamia invites applications from dynamic and motivated individuals for the following purely contractual positions under the PM VIKAS Scheme:

1. **Project Executive (Data Management & social media) No. of Posts:** 01
   Consolidated Salary: ₹25,000/- per month

Key Responsibilities:
- Data management and reporting
- Handling Skill India Portal
- Digital marketing and social media management

Educational Qualification:
- Master's degree or equivalent qualification

Professional Experience:
- Minimum 0–1 years of relevant experience in data management, digital marketing, or social media handling
- Experience in managing or supporting skill development / training programmes
- Familiarity with government portals (preferably Skill India or similar platforms)
- Demonstrated ability to coordinate with stakeholders and manage programme documentation

2. **Project Executive (IT Support) No. of Posts:** 01
   Consolidated Salary: ₹30,000/- per month

Key Responsibilities:
- Handling Skill India Portal
- Managing Skill Attendance Portal
- Aadhaar-based biometric attendance systems
- Providing technical and IT support

Educational Qualification:
- MCA / B.Tech. or equivalent qualification

Professional Experience:
- Minimum 1–2 years of relevant experience in IT support, system administration, or technical operations
- Experience in handling digital platforms, databases, and attendance/biometric systems
- Familiarity with government portals (preferably Skill India or similar platforms)
- Ability to troubleshoot technical issues and provide end-to-end IT support

General Terms & Conditions:
- The positions are purely contractual for the duration of the PM VIKAS Project. No claim for regular appointment shall be entertained.

How to Apply: Interested candidates may email their CV along with a cover letter to: **office.cie@jmi.ac.in, Last Date:** 31st March, 2026

(Prof. Rihan Khan Suri)
Director
Centre for Innovation and Entrepreneurship (CIE)
Jamia Millia Islamia