

# Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

No:IIMR/Rect./Project/HPCL/002

Date:24.12.2025

Advertisement for the Post of Project Assistant (IT Support) for eMBA in Energy Management Program.

- Job Title: Project Assistant (IT Support)
- Position Type: Contractual for 11 months which may be extended subject to performance and institutional requirements.
- Qualification: Refer to the table below.
- Experience: Refer to the table below.
- Mode of Selection: Written test or by the personal interview.
- Salary: Negotiable, based on qualification and experience as reported below:

S. No.	Designation	Qualification	No. of Post	Consolidated Salary	Age (Max)
1.	Project Assistant (IT Support)	<p><b><u>Essential-</u></b> BCA/ BSC (CS/IT) or equivalent in Computer Science and Engineering or BE(CS/IT) or BTech (CS/IT) or ITI (Computer Science/Information Technology).</p> <p><b><u>Experience-</u></b> Minimum of 2 years of work experience with strong computer proficiency, including hands-on experience in managing IT equipment, handling audio-visual systems, supporting zoom meetings, and Monitoring Learning Management Systems (LMS).</p> <p><b><u>Job Description-</u></b></p> <ul style="list-style-type: none"><li>• Support for Learning Management Systems (LMS) such as Microsoft Teams, Moodle etc.</li><li>• Scheduling, managing, and troubleshooting Zoom/Teams sessions.</li><li>• Assisting faculty members during class hours.</li><li>• Any other task assigned by the program directors.</li></ul> <p>Mandatory service hours- Class Timings:</p> <ul style="list-style-type: none"><li>• Wednesdays: 07:30 PM to 10:00 PM</li><li>• Saturdays and Sundays: Full class hours as per scheduled program sessions.</li><li>• Or as per the schedule provided by the concerned department of IIM Raipur.</li></ul>	01	INR 28,000/- to 35,000/- per month	40 Years

Note: - Applications will be received via the institute online application portal <https://iimraipur.ac.in/recruitment/> only.

The Institute reserves the right to modify, cancel, or withdraw the advertised position at any stage of the recruitment process without prior notice. No TA/DA will be admissible for attending the selection process.

**The deadline for submitting applications is January 08, 2026.** Only shortlisted candidates will be called for further scrutiny via given email ID only. Application not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute. The Selection is sole discretion of IIM Raipur.

Chief Administrative Officer