

1<sup>st</sup> March, 2024

**Job Title: Researcher Training Manager(RTM)**

**Location:** Bangalore

**JAIN (Deemed-to-be University)**

Ranked among the top universities in India and considered a cerebral destination for students across the world and Bangalore in particular, for its illustrious history of developing talent, JAIN (Deemed-to-be University) is a hub for learning in every sense of the word.

Promoted by JAIN Trust, the University which is based in Bangalore – the Silicon Valley of India, offers a conducive environment for learning, be it academically or extracurricular activities. Known for its emphasis on education, entrepreneurship, research and sports, JAIN (Deemed-to-be University) has some of the best minds in the educational and research fields, and centres that inspire entrepreneurship and ground breaking work to simplify and manage life better.

**Centre for Researcher Training and Administration (CRTA)**

Centre for Researcher Training and Administration (CRTA) of JAIN (Deemed-to-be University) provides learning opportunities for research scholars and guides to interact with renowned professional experts in relevant capacity building domains that includes research training programmes, workshops, guest lecture etc. time to time in the University to scale up the confidence of research scholars and motivate them to perceive their research more rigorously.

**Job Overview:**

As a Researcher Training Manager at CRTA, you will play a crucial role in visualization of the future training programme, planning and organizing the programmes related to research requirements, preparing the research development plan for the year(RDP).

**Key Responsibilities:**

- Participate in the design and delivery of course work
- Participate in the design and execution of training programs for Ph.D. Scholars/Post Docs/
- Monitoring progress of Ph.D. students and report preparations
- Interim visit to the Schools/Research centres
- Follow up of Teaching Assistants/ JU JRFs and cataloguing their contribution to the department
- Assist in meetings with Research Coordinators/HOD's/guides
- Assist in the scrutiny of proposed examiners and communicating to them
- Assist in conductance of synopsis, pre-submission colloquium or open defence
- Assist in implementing new methodologies to improve functional domains of CRTA
- Assist in data analysis and writing reports or making presentations based on the need

**Qualification:**

- Ph.D. in Science/Research Management/ Human Resource Management.
- Minimum 5-6 years of proven practical experience.

Interested candidates may send their resumes supported by copies of all certificates, mark sheets, evidence of teaching/ research experience and copies of reprints of published articles if any to the below mentioned address.

Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given as per rules. Candidates belonging to SC/ST category must submit appropriate certificates issued by the competent authority recently as per the format prescribed by the Government of India.

The applications should reach JAIN (Deemed-to-be University) at the below given email ID within 07 days from the date of this job posting.

**The Registrar**

**JAIN (Deemed-to-be University)**

#44/4, District Fund Road

Jayanagar 9<sup>th</sup> Block Bangalore - 560 069

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