

DRDO–Industry Academia Raman Centre of Excellence (DIA-RCoE)

Advertisement for the Post of Project Coordinator – One Post

The DRDO Industry-Academia Centre of Excellence (DIA-RCoE) invites applications for the position of **Project Coordinator** to support collaborative research programs between academia, DRDO laboratories, and industry partners. The selected candidate will play a vital role in monitoring and coordinating projects under the following verticals:

- Aerospace Systems Design and Characterization (ASDC)
- Aerospace Structural Materials (ASM)
- Advanced Unmanned Aerial Vehicle (AUAV)
- High Temperature Materials for Aero Engines (HTM)
- Lifing and Remaining Life Assessment of Materials (LRLAM)
- Micro and Nano Systems Science and Technology (MNSST)
- Quantum Phenomena and Device Technology (QT)
- Artificial Intelligence and Autonomous Systems (AIAS)
- Strategic Technology Studies (STS)

Key Responsibilities

- Coordinate research activities among DRDO labs, academic institutions, and industry partners.
- Comprehend technical discussions and prepare accurate minutes of meetings (MoMs).
- Assist in organizing and conducting meetings (TEC, RAB, GC) covering both technical and financial aspects.
- Plan and manage logistics for workshops, seminars, and conferences.
- Support academic teams in preparing contingent and financial bills in DRDO-prescribed formats.
- Interact effectively with professors, DRDO scientists, and industry leaders.
- Maintain systematic records, correspondence, and documentation of project activities.

Eligibility Criteria

- Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognised university or Equivalent.
- Background in any of the above-mentioned verticals.
- Prior experience in R&D in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services is desirable, pay will be fixed accordingly.
- Strong technical understanding and ability to draft formal documents.
- Familiarity with basic accounting and financial documentation (preferred).
- Excellent written and verbal communication skills.
- Proven ability to organize technical meetings, conferences, and seminars.

Desirable Attributes

- Flair for working in an interdisciplinary, multi-institutional environment
- Ability to interact with high-level stakeholders
- Strong documentation and presentation skills
- Self-motivated and proactive approach to coordination



To Apply:

Send your **CV and cover letter** to director.diarcoe@iisc.ac.in with the subject line: **“Application for Project Coordinator – DIA-RCoE”**

Or you can send the same by post to Admin officer – DIA-RCoE, 6th Floor, Room No, 612, TCS Smart X - Hub Building, Indian Institute of Science, Bengaluru, pin: 560012



Last date for submission: 31st October 2025
