**Position Title:** Assistant Manager – Research Institute for Sustainable Energy (RISE), TCG CREST
**Reports To:** Dr. Abhik Banerjee, Associate Professor and Principal Scientist, RISE, TCG CREST
**Location:** TCG CREST, Kolkata (Salt Lake campuses)

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**About TCG CREST**

TCG CREST operates at the intersection of research, education, and industry, fostering a dynamic ecosystem where international collaboration, translational research, and policy-relevant innovation converge. With strategic partnerships across academia and industry (India and global), it is advancing solutions in areas critical to societal progress. Recognised as a Deemed-to-be University (DTBU) under the 'Distinct Category—Research' by the Ministry of Education and the University Grants Commission (UGC), Government of India, the University is focused on excellence.

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**About Research Institute for Sustainable Energy (RISE)**

Research Institute for Sustainable Energy (RISE) is dedicated to advancing fundamental and translational research in sustainable energy materials and technologies. The centre focuses on next-generation batteries, hydrogen energy, fuel cells, and advanced materials for solar energy applications. By integrating innovative materials development, advanced characterization, and scalable device technologies, RISE seeks to translate scientific discoveries into real-world solutions. Please see website https://www.tcgcrest.org/institutes/rise/ for more detail.

**Position Overview**

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The Assistant Manager will play a key role in supporting the effective functioning of RISE and its ecosystem. The Key Responsibility Areas are described below.

**Key Responsibilities**

- Provide comprehensive administrative and operational support across the Centre's activities.
- Coordinate meetings, maintain calendars, prepare agendas, record minutes, and monitor follow-up actions.
- Maintain Centre records, databases, official correspondence, and document repositories.
- Develop and manage a tracking system for key academic and operational data.
- Prepare reports, presentations, and documentation for institutional reviews and funding agencies.
- Coordinate travel, accommodation, logistics, and visits for faculty, collaborators, and guests.
- Support the planning and execution of conferences, workshops, seminars, and outreach activities.
- Undertake any other responsibilities assigned from time to time to support evolving needs.

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**Qualifications and Requirements**

- Bachelor's or Master's degree from a recognized institution
- 2–4 years of relevant experience, preferably in an academic/research environment/development sector
- Strong organizational, project management, and time management skills
- Excellent written and verbal communication skills, including MS Office, Excel, Powerpoint
- Demonstrated sense of responsibility, initiative, and adaptability
- Willingness to work flexible hours and adapt to changing institutional needs

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**Application Process**

Applications will be submitted via email along with a detailed curriculum vitae (CV) and a cover letter to abhik.banerjee@tcgcrest.org.

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**Why TCG CREST?**

TCG CREST aspires to be a world-leading research and academic institution that seeks to enable the untapped and true potential of human talent to flourish. The University is especially dedicated to the three Ks: Knowledge Creation, Knowledge Application, and Knowledge Dissemination. TCG CREST offers a unique working environment within the city of Kolkata (India). The beautiful urban campus has easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural environment, and a vibrant atmosphere, Kolkata is the perfect place to call home for study, work and play.

*"Be part of a new era in higher education. Join us in building a university of global repute."*