



IITJmu/Estt.II/11-16/14/2021/597

24 Dec 2021

IIT Jammu invites **online applications** from enthusiastic candidates to fill following post for Institutional services on **outsource basis**.

Ser	Name of the post	Section	Vacancy	Age Limit	Salary Package
1	Office Assistant	Administration	01	30 Years	₹ 27,500 per month (Consolidated)

**Note:** The applications received through IIT Jammu **online portal** shall only be considered.

### **Eligibility Criteria**

#### **Essential:**

1. Graduate with minimum 55% marks from a recognized University/Institute.
2. Must possess good communication and presentation skills.
3. Should have good managerial and drafting skills to maintain data of Alumni, International Partners and other related entities.
4. Computer proficiency to store, manage and use the data.

#### **Desirable:**

1. Minimum 2 years of experience working with Alumni Affairs/Corporate Affairs/International Affairs/Patent Office/Establishment at a reputed institution/University or govt organization.
2. Masters in Management or equivalent with minimum 55% marks from a recognized University/Institute.

#### **General Instructions:**

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
2. The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by IIT Jammu. Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
3. No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
4. There is no application fee for Application form.
5. Shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates. The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

#### **Application Submission:**

1. Candidates are required to apply ONLINE only from **24 Dec 2021 to 31 Dec 2021** upto 5:00pm.
2. For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
3. Incomplete applications shall be summarily rejected. Candidates must provide details of 10<sup>th</sup> and 12<sup>th</sup>.
4. For any queries and information please write to [registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in)
5. For further information, please visit the institute website: <https://iitjammu.ac.in>

Sd/xx  
Registrar