

No. IITJmu/Reg./2020/131

29th July, 2020

IIT Jammu invites online applications from enthusiastic candidates to fill the following posts for Institutional technical services **on outsourcing (through manpower agency)**.

Sl. No.	Name of the post	Vacancies	Age Limit	Pay
1	Project Officer (e-Governance and Process Automation)	01	35 Years	Rs. 40,000 – Rs. 60,000 per month (Consolidated)

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

Roles and Responsibilities:

1. Project Officer shall be responsible to drive and conclude the discussions with various stakeholders to collect requirements, design workflows for process automation, get the required features implemented and manage process automation end-to-end.
2. Project Officer shall manage system admin tasks and application wide configurations, role based access control, access to features and reports, address data privacy concerns, have a view of bigger picture and visualize challenges proactively and address them. The project officer will also generate and document workflow bugs and requirements for generation of tickets.
3. Project Officer shall work towards a better end-product through regular interactions with service provider and working on User feedback.
4. Project Officer shall document converged processes and get them incorporated in the application.
5. Project Officer shall drive innovation and best practices in e-Governance and process automation.
6. Good writing and oral communication skills to act as team player and communicate with different stakeholders.

Essential Qualifications:

1. ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 3 years of experience of which a minimum of 1 year of experience is in the areas of e-Governance or Process Automation or campus ERP / software development / maintenance of large software solutions. The candidate must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Industry or (4) Start-up.

OR

BE / B Tech in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 5 years of experience is in the areas of e-Governance or Workflow Process Automation or campus ERP / software development / maintenance of large

software solutions. The candidate must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Industry or (4) Start-up.

2. At least 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees (if any) with a consistently good academic background.

Desirable qualifications:

1. Prior relevant experience at IITs / IISc / NITs / IIITs or any HEI.
2. Well versed with the domains like Academics / Establishment processes / Accounts and Finance / Purchase / Inventory Management, Research and Consultancy is a big plus.
3. Proven experience with automation solutions and testing at Institute level.
4. System administration experience and knowledge of JavaScript, MySQL/NoSQL, HTML, and other open source technologies.

GENERAL INSTRUCTIONS:

1. Candidates should read carefully the requisite minimum essential qualifications, age limit and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post.
2. Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like Windows/Linux) and online collaboration tools (remote assistance and web conferencing) is a must.
3. Candidates should have good communication skills (oral and written).
4. Shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure shortlisting and Institute may apply higher than the minimum criteria to ensure reasonable number of candidates.
5. The engagement shall be purely on **outsource basis through manpower 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.
6. Please note that this is purely a temporary engagement 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.
7. The Institute can fix the consolidated salary lower/ higher than the given range.
8. No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
9. There is no application fee for Application forms.
10. 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 **29th July, 2020 to 10th August, 2020 up to 5:00 pm.**
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 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).
4. For any queries and information please write to registrar@iitjammu.ac.in
5. For further information, please visit the institute website: <https://iitjammu.ac.in>

**Sd/-
Officiating Registrar**