



विद्यया न संसृज्यते प्रथमम्

No. IITJmu/Estt.II/11-15/13/2021/503

भारतीय प्रौद्योगिकी संस्थान जम्मू  
Indian Institute of Technology Jammu  
जगती, राष्ट्रीय राजमार्ग-44, नगरोटा, जम्मू (जम्मू और कश्मीर) – 181221  
Jagti NH-44, Nagrota, Jammu (Jammu and Kashmir) – 181221  
ई-मेल/E-mail: registrar@iitjammu.ac.in

12 Nov 2021

### **NOTIFICATION**

IIT Jammu invites online applications from the eligible retired candidates or likely retire by March 2022 from Educational Institutions (NITs/ IIITs/ IITs/ Research Institutions/ Central or State University for the post of **Officer on Special Duty (OSD) (on Contract)**.

Ser.	Name of the post	Department/ Section	Vacancy	Age Limit	Pay Structure
(a)	Officer on Special Duty (OSD)	Administration	01	62 Years	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension and any commuted value included in portion of pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no allowances, annual increment/ percentage increase during the contract period.

#### **Essential Qualifications:**

Master degree from a recognized University with at least 60% marks and consistently good academic record.

#### **Desirable Qualifications:**

Candidate possessing Master Degree in Management with atleast 60% marks shall be preferred.

#### **Experience:**

Minimum 25 years of experience in organization of repute, out of which atleast 5 years of experience in Group A.

#### **Roles and Responsibilities:**

- To coordinate and assist the Director in the faculty affairs, administrative, academic and legal matters of the Institute.
- To work as a strong bridge between the Director and all the other stakeholders of the Institute and will further strengthen the trust between the Director and faculty, and other staff members of the Institute.
- To maintain close coordination work with the concerned Ministry, outside Govt. agencies and all relevant stakeholders.
- To carry out any other tasks, developmental work and other responsibilities assigned by the Director.

#### **General Instructions:**

- Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- The engagement shall be purely on **contractual basis of the Institute** and period of engagement shall be purely dependent on the requirement of the Institute. 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.
- No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- There is no application fee for Application form.
- Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- Shortlisted candidates shall be called for Interaction/Presentation. 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 Interaction/Presentation.

#### **Application Submission:**

- Candidates are required to apply ONLINE only from **12 Nov 2021 to 26 Nov 2021 up to 5:00 pm**.
- For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
- Incomplete applications shall be summarily rejected. Candidates must provide details of 10<sup>th</sup>, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification.
- For any queries and information please write to [registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in)
- The applications received through IIT Jammu online portal shall only be considered.**
- For further information, please visit the institute website: <https://iitjammu.ac.in>

Sd/xx  
Deputy Registrar