

No. IITJmu/Estt.II/11-15/3/2018/287

21 June 2021

IIT Jammu invites online applications to fill the following post for Institutional services **on Contract**. The applications received through IIT Jammu **online portal** shall only be considered.

Ser.	Name of the post	Department/ Section	Vacancies	Age Limit	Pay
(a)	Relationship Manager	Alumni Affairs	01	40 Years	₹ 50,000-60,000 per month (Consolidated based on Qualification & experience)

Roles and Responsibilities:

A dedicated staff for record management, outreach activities, alumni relations, event management, International and National MoU coordination and corporate relations

Essential Qualifications:

- An MBA from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.
- Must have at least 3 years of experience working with Alumni Affairs/Corporate Affairs/International Affairs at a reputed institution/University.
- Must have prior proven experience in launching social media campaigns, donation campaigns, organizing events for endowment/CSR, conferences and workshops in online/offline modes and shown ability in fund raising.
- Must possess good communication and presentation skills. Must be able to maintain social media pages, write online articles and blogs for the Institute.
- The candidate should have an interest and proven experience in outreach activities. It is expected to reach out to Industry and Academic partners and maintain professional and good interpersonal relationships for alumni welfare, placements, national and international MoUs etc.
- Should have good managerial skills to maintain data of Alumni, Companies, Well-wishers, and International Partners efficiently. Should have basic IT knowledge to drive system/team to develop infrastructure to store, manage and use the data and knowledge generated for institute good.

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 whatsoever 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 than the given range.
- No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.

- e) There is no application fee for Application form.
- f) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- g) 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:

- a) Candidates are required to apply ONLINE only from **21 June 2021** to **01 July 2021** up to 5:00 pm.
- b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
- c) Incomplete applications shall be summarily rejected. Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).
- d) For any queries and information please write to registrar@iitjammu.ac.in
- e) For further information, please visit the institute website: <https://iitjammu.ac.in>

Sd/xx
Registrar