No. IITJmu/Estt.II/11-16/14/2021/181   02 June 2022

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

Ser.	Name of the post	Section	Vacancy	Age Limit	Pay
1.	Office Assistant	Academics	01	35 Years	₹ 30,000 – ₹ 40,000 per month (Consolidated)

Essential Qualifications:
   a) Graduate from a Govt. recognized University or Institute with at least 55% marks in aggregate or equivalent grade.
   b) Minimum 2 years of experience in academic affairs in an HEI

or

   2 years of technical experience in organization of repute

General Instructions:
   a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
   b) 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**.
   c) No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
   d) There is no application fee for Application form.
   e) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software, Tally etc. and OS like MS-Windows) is a must.
   f) 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 **02 June 2022 (Thursday)** to **08 June 2022 (Wednesday)** upto 5:00pm.

   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, 12th, graduation and post-graduation (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
Officiating Registrar