



विद्यया धनं सर्वधनं प्रधानम्

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

No. IITJmu/Estt.II/11-16/14/2021/218

Date: 27 June 2022

IIT Jammu invites **online applications** from qualified **Retired Indian Nationals** for filling up following posts on **contract basis**.

Ser.	Name of the post	Section	Age Limit	Vacancy	Salary Package (per month)
1	Project Officer	Administration & Establishment	Below 65 Years	01	₹ 50,000 - ₹ 80,000/- (Consolidated)
2	Project Officer	Procurement and Inventory Control/ Accounts & Audit		01	

Eligibility Criteria

- Graduate with atleast 55% marks from recognized University/ Institute.
- Preference shall be given to MBA candidates in the field of HR, Finance, Operations Management or Logistics Management.

Desirable Experience

Experience of work in Administration/Legal/Establishment/ Human Resource/ Finance/ Accounts/ Budgeting / Procurement/ Audit/ Legal Matters.

Key responsibilities for Project Officer (Administration & Establishment)

- Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to Establishment section of the Institute.
- Service matters such as recruitments, appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive etc. pertaining to both teaching and non-teaching employees (regular and contractual) of the Institute.
- Maintenance of sanctioned scale register, roster, seniority list and gradation list of both teaching and non-teaching employees.
- Maintaining personal file, service detail, leave records, LTC etc. of Teaching and Non-Teaching Staff.
- Making decisions as per the delegated financial powers wherever required.
- Implementation of revised pay scales to the Teaching and Non-Teaching employees as per the relevant Government Orders issued by the Government from time to time.
- General supervision of Division and adherence to Office Procedures.
- To ensure the compliance of all national and state standards and implementation of policies pertaining to both teaching and non-teaching employees (both regular and contractual) with the approval of the Competent Authority.
- Revision of Recruitment Rules as per the rules and regulations in vogue wherever required.
- Assisting the Registrar and Deputy Registrar to develop and implement effective strategies for the betterment of the Institute.
- Organize appropriate training programmes regularly for the employees of the Institute in order to ensure upgradation and enhancement of their skills and knowledge.
- Maintenance of APARs of Teaching and Non-Teaching Staff of the Institute as per policy in vogue.
- Supervise efficient working of assigned staff and maintain ideal working conditions according to Institute policies.
- Preparation of budget of the section and ensuring its timely submission.
- Handling RTIs and Court Cases related to service matters and must keep the higher authority regularly informed about the cases and obtain requisite orders wherever required.
- Shall ensure that various cases/ proposals on files are processed with clear recommendations and specific comments alongwith all relevant rules and regulations related to the case/ proposal.
- Shall be responsible for preserving of the documents/files/records concerning to the section as per policy in vogue.
- Handling Legal matters pertaining to IIT Jammu.
- Any other work pertaining to service matters assigned by the higher authorities from time to time.

Key responsibilities for Project Officer (P&IC)

- Assisting Deputy Registrar in performance of his duties.

- (ii) Handling of all proposals and tender related to procurement & inventory and ensuring applicable regulatory compliance and tasks related to management of contracts related to services.
- (iii) Shall look after day-to-day work of the section as per the instructions from the higher authorities from time to time.
- (iv) Shall provide regular feedback to the Deputy Registrar on issues regarding contracts/ imports/ tenders/ procurements and other important & pending issues of the Division.
- (v) Shall be responsible for timely disposal of cases letters, bills, reports, returns etc. and maintenance of proper filing procedure.
- (vi) Shall be responsible for E-procurement, E-publishing, Physical verification of Goods, dealing with Imports and Custom clearing agents, write-off and disposal of goods, Inventory management, Stock valuation & dealing matters pertaining to Custom and Excise Duty etc.
- (vii) Any other work assigned by the higher authorities from time to time.

Key responsibilities for Project Officer (Accounts & Audit)

- (i) Ensuring General Accounting Task including reconciling and maintaining Balance sheet accounts, preparing Journal entries, BRS, ledger maintenance etc.
- (ii) Handling Bank Payments (including Forex).
- (iii) Assisting in preparation of Budget/Budget Control.
- (iv) Ensuring timely compliance of GST, TDS & other statutory requirements.
- (v) Handling matters pertaining to LTC, CEA, TA/DA etc. and other Central government rules.
- (vi) Ensuring working knowledge of Accounting Software (Tally).
- (vii) Ensuring Audit compliance of the Organization.
- (viii) Any other work assigned by the higher authorities from time to time.

General Instructions

- (i) Candidates should read carefully the requisite minimum essential criteria etc. laid down in the advertisement.
- (ii) The engagement shall be purely on **contract basis initially for one year, extendable maximum upto five years or attainment of 65 years of age, whichever is earlier** 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.
- (iii) The engagement shall be temporary nature and IIT Jammu can cancel the engagement at any time without providing the reason. However, in normal course of engagement can be terminated by either parties, by giving one month notice.
- (iv) The Project Officer shall not be permitted to take up any other assignment during the period of engagement with IIT Jammu.
- (v) The Project Officer should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the project officer will be liable for suitable action, as deemed fit.
- (vi) The Institute can fix the consolidated salary lower/ higher than the given range.
- (vii) No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- (viii) There is no application fee for Application forms.
- (ix) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (x) 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

- (i) Candidates are required to apply ONLINE only from **27 June 2022 to 30 June 2022** up to 5:00 pm.
- (ii) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in>
- (iii) Incomplete application will be summarily rejected.
- (iv) For any queries and information, please write to deputyregistrar@iitjammu.ac.in
- (v) For further information, visit IIT Jammu website <https://iitjammu.ac.in>

Sd/xx
Deputy Registrar