No. IITJmu/Estt.II/11-16/14/2021/23   21 Jan 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	Vacancy	Age Limit	Salary Package
1	Associate (e-Governance and Process Automation)	01	35 Years	Rs. 40,000 to Rs. 50,000 per month (Consolidated)

Roles and Responsibilities:

(a) To prepare and drive discussions with various stakeholders to collect requirements, design workflows for process automation, get the required features implemented and manage process automation end-to-end.

(b) Should be able to 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.

(c) To plan and work towards a better end-product through regular interactions with service provider and working on User feedback.

(d) To prepare document for converged processes and get them incorporated in the application.

(e) To drive innovation and best practices in e-Governance and process automation.

Essential Criteria:

(a) 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 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** 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.

(b) 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 Criteria:

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

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 <u>outsource basis</u> 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 **22 Jan 2022 (Saturday)** to **31 Jan 2022 (Monday)** 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
Registrar