



विद्यया न सर्वधनं प्राप्यते

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/11-16/14/2021/258

Date: 28 July 2022

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

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

Eligibility Criteria

- Graduate with atleast 55% marks from recognized University/ Institute.
- Preference shall be given to MBA candidates in the field of Finance, Supply Chain or Logistics Management.
- Experience of working in Government department/ Central Purchase Organization or equivalent will be preferred for shortlisting.

Desirable Experience

Experience of work in Finance/ Accounts/ Budgeting /Procurement/ Audit.

Key responsibilities for Project Officer (P&IC)

- Assisting Deputy Registrar in performance of his duties.
- 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.
- Shall look after day-to-day work of the section as per the instructions from the higher authorities from time to time.
- Shall provide regular feedback to the Deputy Registrar on issues regarding contracts/ imports/ tenders/ procurements and other important & pending issues of the Division.
- Shall be responsible for timely disposal of cases letters, bills, reports, returns etc. and maintenance of proper filing procedure.
- 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.
- Any other work assigned by the higher authorities from time to time.

Key responsibilities for Project Officer (Accounts & Audit)

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

General Instructions

- Candidates should read carefully the requisite minimum essential criteria etc. laid down in the advertisement.
- 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 within 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 **28 July 2022** to **04 August 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 **staff.recruitment@iitjammu.ac.in**
- (v) For further information, visit IIT Jammu website **<https://iitjammu.ac.in>**

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Deputy Registrar