<u>**Advertisement for the Position of Administrative Assistant**</u>

Outsource: HR- 34   Date: 06 Sep 2024

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on outsource basis:-

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary package
03	Administrative Assistant	40 years	12 months, extendable based on performance review	23,000 − 35,700 per month

<u>Eligibility Criteria</u>
(i)   Graduate in any discipline from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.

<u>Desirable</u>
(i)   Post-Graduate in any discipline from a Govt. recognized University or Institute.
(ii)   1 year experience in a reputed organization.

<u>Job Description:</u>
(i)   Attend departmental meetings and record the minutes. Prepare, distribute, and maintain records of meeting minutes.
(ii)   Follow up on action items and ensure timely completion of tasks discussed in meetings.
(iii)   Assist in the preparation, submission, and tracking of expense claims and reimbursements for department members.
(iv)   Ensure all claim documents are completed accurately and submitted within deadlines.
(v)   Maintain organized and up-to-date filing systems for all departmental documents, including correspondence, reports, and records.
(vi)   Ensure easy retrieval of documents as needed by department members and auditors.
(vii)   Digitize and archive older documents when necessary.
(viii)   Provide administrative assistance to the Head of Departments (HoDs) including managing their schedules, appointments, and correspondence.
(ix)   Coordinate logistics for departmental events, seminars, and conferences.
(x)   Handle incoming and outgoing communications, including emails and phone calls.
(xi)   Assist with any other administrative tasks as assigned by the HoDs or other senior staff.
(xii)   Be flexible and ready to take on additional tasks or projects as required to support the department's goals and objectives

<u>General Instructions:</u>
(i)   This is purely a temporary engagement, and selection does not entitle for any claim what-so-ever regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.

(ii)   The Outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.

(iii)   Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.

(iv)   Only 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.

(v)   The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

Application Submission:

(i)   Candidates are required to submit online application latest by 16-09-2024 for submission of application please visit on https://apply.iitjammu.ac.in on behalf of outsource Agency for wider reach.

(ii)   Incomplete information shall be summarily rejected.

(iii)   Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).