Advertisement for the Position of Young Professional

Outsource: HR- 36   Date: 20 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
01	Young Professional	30 years	Initially for 6 Months (Extendable based on the performance and requirement)	30000-40000/- per month

Eligibility Criteria
(i)   Graduation in any field with at least 60% marks from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.

Desirable
(i)   Masters in Management Studies

Experience
(i)   Prior experience required in
      (a) Coordinating and managing the academic events.
      (b) Good writing and communication skills.
      (c) Computer proficiency.
(ii)   Desirable Experience
      (a) 1 year of experience in organising the academic events.

General Instructions:
(i)   Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.

(ii)   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.

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

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

(v)   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.

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

(vii)   **Job Role**: Selected candidate is expected to do the following:

- Managing Educational Events, support during the event, working closely with the event organizer, understanding the requirements and chalking out the finer details.
- Develop comprehensive logistics plans, including venue selection, transportation, accommodation, and scheduling.
- Processing financial settlements after an event as directed by the authority to all stake holders.
- Maintain clear and consistent communication with internal teams, vendors, and participants.
- Anticipate and address logistical challenges before and during the event.
- Implement effective solutions to unexpected issues that may arise.
- Issue the Certificates, Data Compilation of resource persons and users who participate in events.
- Dispatch Register for outgoing communication (invitation letters, acknowledgement letters, proposal, notifications, letter of recommendations, policy documents, etc).

- Timely posting the content of an event on institute website, CES website, media handles along with tagging of appropriate stakeholders.

Application Submission:

(i)   Candidates are required to submit online application latest by 01-10-2024 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).