

## Advertisement for the Position of Office Assistant

Outsource: HR- 31

Date: 24 May 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	Office Assistant	40 years	Based on performance, the tenure will be decided.	24,500 – 35,000 per month

### Eligibility Criteria

- (i) Bachelor's degree in Accounting, Finance, or a related field.
- (ii) 1 year experience in internal/external audit, CAG audit etc.

### Desirable

- (i) Candidate having experience in handling Audit/Finance related activities in Govt. sectors like IITs/NITs/ similarly placed CFTIs/other autonomous bodies/Offices of CAG etc. with knowledge of computerized administration will be preferred.

### Job Description:

Assisting with the file preparation, review, compliance of cases, policies, plans, procedures, laws, and regulation, assisting Audit Officers in conducting various departmental audits process including procurement, account claims etc. Any other related duties as assigned.

### General Instructions:

- (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 06-06-2024 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 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification (if any).