

INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Advertisement No. IIT Jammu/01/2024 (Direct Recruitment/ Deputation)

Online Applications are invited from the Indian Nationals for filling up for the following positions at IIT Jammu.

Ser	Positions	Deptt./ Unit	Recruitment Type	Group	Number of vacancies						Age Limit (as on date of Advertisement)	Pay Level (as 7 CPC)
					UR	SC	ST	OBC	EWS	Total		
1	Registrar	Administration	Deputation/ Direct	A	1	-	-	-	-	1	57 years	Level-14 (₹144200 - ₹218200)
2	Assistant Workshop Officer	Central Workshop	Direct	A	1	-	-	-	-	1	45 Years	Level-10 (₹56100 - ₹177500)
3	Laboratory Assistant	Technical Cadre posts for Depts. / Centre	Direct	C	3	1	1	3	1	9*	33 Years	Level-5 (₹29200 - ₹92300)

*One post is reserved for **PwD - OH/ HH** candidate on horizontal basis

Department/Centre-wise breakup of Laboratory Assistant

Name of the Department	No. of post (Laboratory Assistant)
Civil Engineering	2
C3I	1
Mechanical Engineering	2
Electrical Engineering	3
Computer Science and Engineering	1
Total	9*

1. Registrar, Level 14 of 7th CPC

ESSENTIAL

- (i) Master degree from recognized university in any discipline with 60% marks and above or its equivalent Grade 'B' in the UGC seven point scale and consistently good academic record set out in these regulations.
- (ii) At least 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) (Pre-revised AGP Rs.7000) and above or 8 years of service in the pay matrix of AL-12 (Rs.101500-167400) (Pre-revised AGP Rs.8000) and above including as Assistant/ Associate Professor with relevant experience in educational administration/ research establishments.

OR

15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) (Pre-revised GP Rs.7600) and above.

Note: If the applicant is from PSU or any other organization, his/her work experience should match the essential work experience and should match either GP (6th CPC) or minimum total emolument.

DESIRABLE QUALIFICATIONS AND SKILL SETS

The following are the desirable qualifications and skill sets expected:

- (i) Consistently good academic record (at least 60% in all boards/ University examinations).
- (ii) A degree in Law/Management/Technology/Architecture/Planning from a recognized University/Institute with impeccable record of integrity and performance.
- (iii) Experience in educational administration, financial and personnel management preferably in a CFTI/ higher educational Institutions.
- (iv) Capacity to lead the coordination of multiple units and administration in a residential Institution. Should ensure statutory compliance with the statutory bodies as defined by the IIT Act and the statutes and Ordinances of the IIT Jammu.
- (v) Knowledge of computer enabled workflow-based administration in a delegated system.
- (vi) Competence in computer skills and all forms of communication.
- (vii) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).
- (viii) Knowledge of legal frameworks and handling of Court cases- Managing legal affairs related to the institute, including contracts, intellectual property rights, and disputes.
- (ix) Strategic planning, networking and relationship building with all stakeholders and also with other autonomous educational institutions.
- (x) Organizing and managing meetings of the institute's Board of Governors, Building and Works Committee, Senate and other committees including circulating the agenda and preparing the minutes of the meetings of these authorities.
- (xi) At least 2 years' experience in handling computerized administration / financial matters.

DEPUTATION/ TRANSFER ON DEPUTATION/ ON CONTRACT/ TENURE BASIS

Officers under Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of National Importance:

- (i) holding analogous post or with atleast 3 years regular service in posts with Pay matrix level 13 (Pre-revised PB-4: GP Rs.8700) plus 5 years regular service in posts with Pay matrix level 12 (Pre-revised PB-3: GP Rs.7600) or equivalent post; and
- (ii) and possessing educational qualification and experience as prescribed above.

JOB RESPONSIBILITIES

The job responsibilities include:

- (i) Registrar is the custodian of the Institute Seal and Estate.
- (ii) Registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the Institute, as per the guidance provided by the Institute functionaries.
- (iii) Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the Institute.
- (iv) Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all important functions/activities of the Institute.
- (v) Any other tasks that may be assigned by the Competent authority from time to time.

2. Assistant Workshop Officer, Level 10 of 7th CPC

ESSENTIAL

M.Tech Degree in Mechanical/ Manufacturing/ Production Engineering or equivalent qualification with a minimum of 60% marks and above with 03 years relevant experience at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.

OR

B.Tech Degree in Mechanical/ Manufacturing/ Production Engineering or equivalent qualification with a minimum of with 60% marks and above with 04 years' experience in relevant field at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.

OR

Three years Diploma in Mechanical/ Manufacturing/ Production Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 6 years relevant experience in relevant field at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.

DESIRABLE QUALIFICATIONS AND SKILL SETS

The following are the desirable qualifications and skill sets required for the post of the Workshop Officer:

- (i) The relevant experience should be of repair and Maintenance in an Engineering Workshop/ Power House/ Factory.
- (ii) Relevant experience in workshop management, including hands-on experience with tools and equipment.
- (iii) Experience in a teaching or training environment especially in a supervisory role.
- (iv) Technical certifications specific to the type of workshop (e.g., CNC machining, welding, electronics prototyping).
- (v) Proficiency in using and maintaining workshop tools and machinery.
- (vi) Knowledge of safety protocols and regulations.
- (vii) Familiarity with CAD/CAM software and other relevant technical software.
- (viii) Skills in fabrication, prototyping, and materials handling.
- (ix) Strong organizational skills to manage workshop schedules, resources, and inventories.
- (x) Effective communication skills to interact with students, faculty, and staff.
- (xi) Ability to work collaboratively in a team environment.
- (xii) Strong problem-solving skills to address technical and operational issues.
- (xiii) Competence in maintaining records, preparing reports, and managing documentation.
- (xiv) Thorough understanding of health and safety regulations specific to workshop environments.
- (xv) Ability to ensure compliance with institutional and governmental safety standards.

JOB RESPONSIBILITIES

The job responsibilities include:

- (i) Assisting in the overall management of the workshop.
- (ii) Supervising workshop staff and ensuring smooth daily operations.
- (iii) Ensuring safety protocols and standards are followed.
- (iv) Providing training and instruction to students, researchers, and staff on the use of workshop equipment and machinery.
- (v) Assisting in the development and implementation of training programs and workshops.
- (vi) Overseeing the maintenance, repair, and calibration of workshop tools and machinery.
- (vii) Coordinating with vendors and suppliers for equipment servicing and procurement.
- (viii) Supporting academic and research projects by providing technical expertise and assistance.
- (ix) Managing workshop inventory, including tools, materials, and supplies.
- (x) Keeping accurate records of inventory and ensuring timely replenishment of stock.
- (xi) Maintaining documentation related to workshop activities, equipment usage, and safety inspections.
- (xii) Preparing reports on workshop operations, equipment status, and training sessions.
- (xiii) Ensuring compliance with health and safety regulations within the workshop.
- (xiv) Conducting regular safety audits and risk assessments.
- (xv) Providing support to the Principal Workshop Officer and Workshop Officer in their duties and acting as a point of contact in their absence and handling delegated responsibilities.

3. Laboratory Assistant, Level 5 of 7th CPC

ESSENTIAL

Master's Degree in Engg./Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 01 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings/ Private sector.

OR

Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 02 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings/ Private sector.

OR

Bachelor's Degree in Science (Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings/ Private sector

OR

Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/ Public Sector Undertakings/ Private sector.

DESIRABLE QUALIFICATIONS AND SKILL SETS

The following are the desirable qualifications and skill sets required for the post of Laboratory Assistant:

- (i) Good working knowledge of the specific tools, equipment and technologies used in relevant technical area with strong problem solving and troubleshooting abilities.
- (ii) Should be able to perform basic laboratory operations, including inventory management, equipment maintenance, and safety protocols.
- (iii) Should have sound knowledge of safety protocols and procedures in laboratory environment.
- (iv) Should have the aptitude to maintain accurate records and documentation of laboratory activities.
- (v) Effective verbal and written communication skills to convey technical information clearly and concisely.
- (vi) Should have the ability to prepare technical reports, documentation and presentations.
- (vii) Commitment to continuous learning and professional growth including participation in relevant training and certification programs.
- (viii) Certifications in laboratory techniques, safety protocols or specific technical skills relevant to the laboratory setting.
- (ix) Should possess the ability to assist and support faculty, researchers and students with their laboratory needs and inquiries.
- (x) Should be able to manage time effectively and prioritize tasks to meet deadlines in busy laboratory environment
- (xi) Should be able to ensure compliance with all relevant safety regulations and standards.
- (xii) Proficiency in use of a variety of computer applications, M.S. Word, Excel, PowerPoint or equivalent.

JOB RESPONSIBILITIES

The job responsibilities include:

a) Laboratory Setup and Maintenance:

- (i) Prepare and setup laboratory equipment and materials for experiments and classes (e.g., setting up oscilloscopes, signal generators and other electronic instruments for an electronics lab, calibrating pH meters, Spectrometers and other analytical instruments, assist in the setup of high-performance liquid chromatography (HPLC) systems etc.)
- (ii) Ensure all equipment is functioning properly and is well maintained (e.g., ensuring proper sterilization of lab equipment and workspaces in a bio safety lab).
- (iii) Conduct routine calibration and troubleshooting of laboratory equipment.
- (iv) Monitoring and controlling environmental conditions in the laboratory such as temperature and humidity.

b) Conducting Experiments:

- (i) Assist in design and execution of experiments
- (ii) Support faculty and researchers in conducting scientific investigations and experiments
- (iii) Collection of experimental data.

- (iv) Implement and enforce laboratory safety protocols, and ensure compliance with safety regulations.
- (v) Setting up apparatus and equipment for undergraduate and postgraduate lab sessions
- c) **Technical Assistant:**
 - (i) Demonstrate the use of laboratory equipment and techniques to students and staff.
 - (ii) Assist in training students and new laboratory users on proper laboratory techniques and safety protocols.
- d) **Inventory Management:**
 - (i) Manage laboratory supplies including ordering, stocking and tracking inventory
 - (ii) Maintain records of equipment and supply usage
- e) **Documentation and Reporting:**
 - (i) Maintain accurate and detailed records of experiments, procedures and results.
 - (ii) Prepare reports and summaries of research findings for faculty and research staff.
- f) **Lab Scheduling and Coordination:**
 - (i) Assist in the scheduling and use of laboratory facilities and equipment
 - (ii) Oversee the smooth functioning of laboratory classes and sessions.
- g) **Quality Control:**
 - (i) Monitor the quality and accuracy of laboratory work conducted by junior staff and students.
 - (ii) Ensure adherence to standard operating procedures (SOPs) and best practices.

GENERAL INSTRUCTIONS

1 Instructions for application

(a) Applicants applying from private sector need to provide **Form-16/ ITR/ salary certificate** from the employer for the period of claimed and declared experience as advertised.

(b) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the **online application form**, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/ cancelled/ terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.

(c) Applicants should take due care while filing online information for different positions. **Application once submitted online cannot be altered/ resubmitted, under any circumstances.** Further, no request with respect to making changes in any data/ particular will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the application online.

(d) For all positions, good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus. Hence any certification in this regard must be submitted along with the application form.

(e) In addition to the pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.

(f) The minimum qualifying marks for Written Test/ Proficiency Test/ Computer Test/ Interview will be as per the standard fixed by the Institute at its discretion (Relaxation/Concession to SC/ST/OBC (Non-creamy layer) candidates may be given as per GOI's rules).

(g) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.

(h) Reservation policy as per Gol norms is followed:

Category	Age Relaxation
SC/ ST	5 years against reserved post only.
OBC	03 years against reserved post only
PwD with minimum 40% disability	As per Gol norms.
Ex-servicemen	As per Gol norms.

Note - Age relaxation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non-Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible. Any revision in the age relaxation by GOI till the closing date of the online registration may be considered.

(i) The OBC (Non-creamy layer) certificate **issued on or after 01.01.2024** shall only be considered for the reservation under OBC (Non-creamy layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs. Also, for Economically Weaker Section (EWS) certificate **issued on or after 01.01.2024** shall only be considered for the reservation under EWS category. The Economically weaker section certificates in the proforma prescribed and issued by the competent authority will only be accepted as sufficient proof in support of candidate claim for belonging to EWS. No other certificate will be accepted as sufficient proof.

(j) **All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific categories (SC/ST/OBC-NCL/EWS), only candidates belonging to that category will be considered.**

(k) For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities at the time of document verification.

(l) Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that he/she belongs to the OBC- Non-Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.

(m) IIT Jammu strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

(n) Age should not exceed the limit as on the date of start of acceptance of applications.

(o) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.

(p) The Institute reserves the right to select any candidate on contractual basis who has applied for any substantive position, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 02 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent will be considered based on their performance or institute's requirement by a Committee.

(q) The relaxations and concessions for PwD will be as per current Central Govt. Orders. The persons with disability (PwD) shall be required to submit the Disability/ Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons not suffering from less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.

(r) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/ Proficiency Test/Computer Test/Interview, as stated above while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Written Test/ Proficiency Test/Computer Test/Interview. **Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided without assigning any reason thereof.**

(s) IIT Jammu is an aspirational emerging institute from 3G IITs. IIT Jammu is looking for energetic, enthusiastic candidates and having highest work ethics candidates who are passionate about their work. Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.

(t) The Institute will conduct a multistage assessment process for advertised positions. This may include screening, written test/proficiency test/computer test/presentation/ interviews as per requirement of advertised post. The final merit calculation may involve one of the following: -

I: Each Stage will be an elimination round, so the candidate has to qualify for each test to appear for next stage

II : Cumulative marks/performances from multiple stages

III: A combination of involved processes in points I & II above Final selection.

	<p>(u) The Institute reserves the right to reduce/ increase the stages of recruitment. All stages may be conducted on the same day without any prior notice. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).</p> <p>(v) Outstation candidates called for Written Test/Proficiency Test/Computer Test/Interview for Group 'A' posts will be paid 2nd AC Railway Fare and Group 'C' posts will be paid 2nd sleeper Railway Fare from the place of duty/residence to the IIT Jammu for selection process and back by the shortest route. The reimbursement will be made through RTGS to candidate's Bank Account, and no cash will be paid on the spot.</p> <p>(w) Age of superannuation for the post of Registrar is 62 years and for other post is 60 years. Relaxation may be provided to the employees working in IITs (with Minimum Three-year Service) by the Competent Authority, if any candidate found suitable/deserving for the relevant advertised posts through direct recruitment.</p> <p>(x) The Terms and Conditions of the advertisement such as Pay Level/ Grade Pay/ Mode of Recruitment etc. are subject to amendments from time to time as per Recruitment & Promotion norms of IIT Jammu.</p>
2	<p>Application Submission</p>
	<p>(a) The candidates are required to apply ONLINE only from 10:00 a.m. from 12 Oct 2024 to 02 Nov 2024 upto 05:00 p.m.</p> <p>(b) For submission of application through ONLINE MODE, please visit: https://apply.iitjammu.ac.in</p> <p>(c) No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage. However, candidates shortlisted for Written Test/ Proficiency Test/ Computer Test/ Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates duly self-attested at the time of Written test/Proficiency test/Computer test/Interview failing which such candidates shall not be allowed to participate in the process.</p> <p>(d) Persons serving in Govt./Semi-Govt./PSUs, should submit NOC at the time of Written test/ Proficiency test/ Computer test/ Interview failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL (within 40 days of submitting online application) are exempted from producing NOC at the time of Written test/ Proficiency test/ Computer test/ Interview. No advance copy is required to be submitted by post at the initial screening stage.</p> <p>(e) Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on IIT Jammu website. If there is any discrepancy/query, please contact staff.recruitment@iitjammu.ac.in within one week from the date of display of the list.</p> <p>(f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay.</p> <p>(g) Keep a printout of online application form for future reference.</p> <p>(h) Number of vacancies including those under reserved categories are provisional and may change, depending on the actual requirement and appointments will be made strictly on need basis.</p> <p>(i) Decision of the Institute in all matter relating to the eligibility of the candidate, Written Test/Proficiency Test/Computer Test/Interview would be final and binding on all the candidates.</p> <p>(j) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.</p>

	<p>(k) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.</p> <p>(l) Candidates who desire to apply for more than one post should apply online separately for each post.</p> <p>(m) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.</p> <p>(n) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.</p>
3	Fee Payable
	<p>(a) Candidates are required to pay a non-refundable Fee of Rs.1000/- (₹800/- towards application fee plus ₹200/- towards processing fee) for Group 'A' and ₹500/- (₹300/- towards application fee plus ₹200/- towards processing fee) for Group 'B' & 'C' has to be paid through the link provided inside the portal. This fee is inclusive of GST.</p> <p>(b) Candidate belonging to SC/ST, PwD and women candidates are exempted from paying application fee. However, they have to pay a non-refundable amount of ₹200/- towards processing fee.</p> <p>(c) The fee once paid will not be refunded or re-adjusted under any circumstances.</p>
4	Follow up after applying
	<p>(a) Candidates once applied should visit Institute website and portal regularly for status updates in recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/access the website in time. Candidates are requested to visit Institute website regularly.</p> <p>(b) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests/interview. The candidate may submit their applications at Online portal https://apply.iitjammu.ac.in in their own interest and refer to any updates, posted their time-to-time.</p> <p>(c) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.</p> <p>(d) List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed through email only and no separate communication will be sent.</p>

Sd/xx
Officiating Registrar

Dated: 27.09.2024

Enclosed: Proforma I to V

Note: The advertisement is published in bilingual. In case of any confusion/clarity in the language, the English version will be considered as final.

Proforma-I

The form of certificate to be produced by Scheduled Castes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of.....of village/town*/ in District/Division*
..... of the State/Union Territory* belongs to the..... Caste/Tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under: —

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumariofvillage/town* in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste in the State/Union Territory* of issued by the dated

%3. Shri/Shrimati/Kumari*.....and/or *his/her*family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....

**Designation.....

(With Seal of Office) State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable. @Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ village/town In _____ District/Division _____ in the State/Union Territory _____ belongs to the _____ category which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ___ dated _____*.

Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Dated:

Signature _____

Designation _____

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

§ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Proforma-III

Form of declaration to be submitted by the OBC candidate (in addition to the category certificate)

I.....Son/daughter of Shri.....Resident of village/town/city..... district.....state.....hereby declare that I belong to the... category which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

Proforma-IV

Form-V Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size Attested Photograph (Showing face only) of the person with disability
--

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum..... son/wife/daughter of Shri.....
Date of Birth (DD/MM/YY)Age..... years, male/femaleRegistration
No.....permanent resident of House No. Ward/Village/Street..... Post Office.....
District..... State..... whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(C) He/ She has% (in figure)..... percent (in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her(part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/ Thumb impression of the person

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Form-VI Certificate of Disability

(In case of multiple disabilities) [See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size Attested
Photograph (Showing face
only) of the person with
disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum

/son/wife/daughter of Shri Date of Birth (DD)/(MM)/(YY)..... Age..... years,
male/female..... Registration No..... permanent resident of House
No.....Ward/Village/Street..... Post Office District..... State.....whose
photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Disability Learning			

14.	Autism Disorder Spectrum			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows: -

In figures:..... percent

In words:..... percent

This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

Reassessment of disability is :

not necessary,

or

is recommended/ after years.....months, and therefore

this certificate shall be valid till.....(DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(D) Signature and seal of the Medical Authority

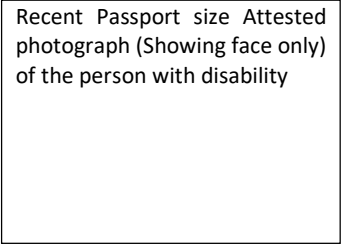
Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Form-VII Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1)]



Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum

/son/wife/daughter of Shri Date of Birth (DD)/(MM)/(YY)..... Age..... years,
male/female..... Registration No..... permanent resident of House
No.....Ward/Village/Street..... Post Office District.....
State.....whose photograph is affixed above, and am satisfied that he/she is a case of disability.
His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown
against the relevant disability in the table below:-

Sl. No	Disability	Affected part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

- (A) The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.
- (B) Reassessment of disability is :

not necessary

or

is recommended/ after years months, and therefore this certificate shall be valid till
.....(DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(E) Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

Proforma-V

Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR

This is to certify that we have carefully examined Shri/Smt/Kum

/son/wife/daughter of ShriDate of Birth (DD)/(MM)/(YY)..... Age.....

years, male/female..... Registration No..... permanent resident of House

No.....Ward/Village/Street..... Post Office District.....

State.....Pin Code.....whose photograph is attested below belongs to

Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year

His/her family does not own or possess any of the following assets*** :

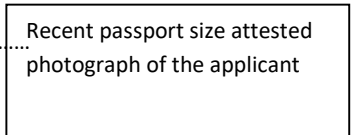
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.
