

Advertisement for the Position of Administrative Assistant

Outsource: HR-62

Date: 18 Nov 2025

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	Administrative Assistant	40 years	Initially for 6 months or as per requirement (extendable based on performance and requirement)	₹20000 /- to 30000/- per month

Eligibility Criteria

- M.Com** or **B. Com** from a Govt. recognized University or **MBA (Finance) with B.Com** from a Govt. recognized University.
- Minimum 02 years' experience** in handling Finance and Accounts work in Central or State government/ Central Autonomous bodies/ Centrally Funded Technical Institutes/ Central Universities/Reputed organizations.

Desirable

- Minimum 05 years' experience** in handling Finance and Accounts related work in Central or State government/ Central Autonomous bodies/ Centrally Funded Technical Institutes/ Central Universities.
- CA/CA intern shall be preferred.

Job Description

The Administrative Assistant will play a key role in managing the day-to-day operations of the innovation centre, including maintaining accurate financial records, preparing reports, coordinating with F&A Section of IIT Jammu, and ensuring compliance with statutory norms. In addition to core accounting responsibilities, the candidate will also support innovation and incubation-related operations such as documentation, procurement, and event coordination when required.

Key Responsibilities

Finance and accounting

- Maintain accurate and up-to-date records of all financial transactions.
- Prepare invoices, process payments, and manage vendor transactions.
- Assist in the preparation of financial statements, grant utilization certificates (UCs), and audit documentation.
- Maintain and reconcile records of funding received under government/CSR grants and incubator programs.
- Coordinate with CA firms, internal/external auditors, and banks as needed.
- Proficiency in Tally, MS Excel, and accounting software
- Ability to manage responsibilities independently and meet deadlines
- Strong attention to detail, accuracy, and data integrity
- Willingness to support broader incubation activities as part of a lean, dynamic team
- Familiarity with grant-based accounting and government or institutional finance is an advantage
- Basic knowledge of compliance: TDS, GST, Income Tax
- Prior experience in Outreach related activities will be a bonus

Operations Support

- Assist in procurement processes, including vendor management, purchase orders, and financial documentation.

- Support program teams with logistical and documentation support for events, workshops, and startup onboarding.
- Maintain proper filing systems (physical/digital) for financial and operational records.

What we offer

- Opportunity to work at the intersection of finance and innovation
- Exposure to pre-incubation, government-funded programs, and impact-driven initiatives
- Collaborative work environment with opportunities to grow across roles

General Instructions:

- (i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- (ii) The outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.
- (iii) 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 in this or any other cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (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 will be called for an interview. Qualifications may not ensure short-listing. A higher criteria may be adopted to ensure fulfilling reasonable number of candidates.
- (vi) The Candidates need to bring all the original documents for verification during the interview.

Application Submission:

- (i) Candidates are required to submit online application latest by **05 Dec 2025** for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.
- (ii) Incomplete application shall be summarily rejected.
- (iii) Candidates must provide details of 10th or equivalent, 12th or equivalent, Diploma, and graduation qualification (if any), experience, and last salary drawn.