

Advertisement for the Position of Administrative Assistant

Outsource: HR - 78

Date: 6 Oct 2026

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

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary Package
02	Administrative Assistant	35 years	The engagement shall initially be for a period of one year, which may be extended further based on satisfactory performance	27,000 – 35,700 per month

Eligibility Criteria:

- (i) Graduate in any discipline from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.

Experience:

- (i) 03 years of relevant experience in handling Procurement/ Stores/ Accounts-related work in Government organizations.

Desirable:

- (i) Master of Business Administration from a Govt. recognized University or Institute.

Job Description:

- (i) Attend departmental meetings and record the minutes. Prepare, distribute, and maintain records of meeting minutes.
- (ii) Processing and maintaining records related to purchase and procurement cases.
- (iii) Assisting in processing of indents, quotations, purchase orders and procurement proposals.
- (iv) Preparation of comparative statements, purchase files, correspondence and other procurement-related documents.
- (v) Assisting in processing of procurement through GeM/e-Procurement/e-Tendering platforms.
- (vi) Maintaining and updating vendor and purchase-related records.
- (vii) Assisting in monitoring delivery of goods/services and compliance with Purchase Order terms and conditions.
- (viii) Assisting in preparation and processing of extension of delivery period, amendments, corrigenda and other purchase-order-related documents.
- (ix) Scanning, indexing, filing and maintaining physical and electronic procurement records.
- (x) Maintaining records related to Stores/Inventory, receipt and issue of materials, stock registers and related documentation, as assigned.
- (xi) Handle incoming and outgoing communications, including emails and phone calls.
- (xii) Assist with any other administrative tasks as assigned by the HoDs or other senior staff.
- (xiii) Be flexible and ready to take on additional tasks or projects as required to support the department's goals and objectives

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 15-10-2026 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).