Advertisement for the Position of Administrative Assistant

Outsource: HR- 69   Date: 30 Mar 2026

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 01 Year	₹ 23300 - 29700 per month

Eligibility Criteria:
Essential
(a)   Graduate in any discipline.

Desired
(a)   Post Graduate in any discipline with specialization in HR Management.
(b)   Minimum one year in handling administrative work in CFTIs, and other organisations

Key Responsibilities
(a)   Providing administrative support to the Head of Section (HoS) or other senior officials in the Section.
(b)   Coordinating activities within the department, including scheduling meetings, handling correspondence, and managing communication.
(c)   Maintaining and organizing departmental documents, files, and records.
(d)   Handling administrative tasks related to human resources such as RTI, parliamentary questions, Ministry data requests, recruitment processes, attendance monitoring, and leave management.
(e)   Preparing reports, presentations, and data analysis as required by departmental heads or higher authorities.
(f)   Ensuring compliance with regulatory requirements and institute guidelines within the department.
(g)   Handling any other administrative duties as assigned by the department head or higher authorities.

General Instructions:
(a)   Applicants are kindly advised to carefully review the minimum essential qualification, age requirements, eligibility conditions, and experience criteria as detailed in the advertisement before applying.

(b)   The selected candidate shall be deputed to IIT Jammu by the outsourcing agency on an outsourced basis.

(c)   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.

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

(e)   Only Shortlisted candidates will be called for written test and/or interview. Mere qualifications may not ensure short-listing. A higher criteria may be adopted to ensure fulfilling reasonable number of candidates.

(f)   The Candidates need to bring all the original documents for verification during the interview.

Application Submission:

(a)   Candidates are required to submit online application latest by 12 April 2026. For submission of application please visit on https://apply.iitjammu.ac.in. On behalf of outsource Agency, this advertisement is given for wider reach of the candidates.

(b)   Incomplete application will not be received and shall not be considered.

(c)   Candidates must provide certificates of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any), experience and last salary drawn.