

## Advertisement for the Position of Administrative Assistant

Outsource: HR-72

Date: 24 June 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
01	Administrative Assistant	35 years	1 year	26,800 - 35,200 per month (As per qualification, relevant experience & suitability for position)

### Essential Qualifications & Desirable

Criterion	Essential	Desirable
<b>Educational</b>	Bachelor's Degree (any discipline) from a recognised university. Proficiency in English (written and spoken) is mandatory.	Graduate / Post-Graduate in English, Mass Communication, Business Administration, or Public Relations. Certificate course in Business Communication or Personality Development.
<b>Experience</b>	1–3 years of office / administrative experience, preferably in a university, college, PSU, or corporate office environment.	Experience in alumni relations, placement cell, public relations, or corporate communications in an academic institution.
<b>Communication</b>	Strong verbal and written communication skills in English — ability to draft professional emails and letters, speak confidently with external stakeholders (alumni, corporate representatives, visitors), and represent the Division courteously.	Working knowledge of Hindi for internal correspondence. Familiarity with official noting and drafting conventions.
<b>IT Skills</b>	Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). Ability to operate office equipment and manage digital files.	Familiarity with alumni CRM tools, social media platforms (LinkedIn, Instagram), or basic graphic design tools (Canva, etc.).

## **Job Description:**

### **A. Alumni Affairs Support**

- ▶ Maintain and update the alumni database — data entry, verification, and periodic reconciliation of records
  - Coordinate with academic departments to collect batch-wise alumni information
  - Follow up with alumni for updated contact and professional details
- ▶ Handle incoming alumni queries — via email, phone, and the alumni portal — ensuring prompt, courteous, and accurate responses
- ▶ Assist in drafting and dispatching alumni communications — newsletters, event invitations, circulars, and congratulatory letters
- ▶ Coordinate logistics for alumni events — Annual Alumni Meet, chapter meets, webinars — including venue booking, invitations, RSVP management, travel support, and on-site coordination
- ▶ Support the alumni mentorship programme — scheduling sessions, maintaining records, and sending reminders to mentors and mentees
- ▶ Manage alumni recognition activities — preparing award certificates, mementos, and felicitation materials under the guidance of the Officer-in-Charge
- ▶ Maintain records of the Alumni Association — minutes of meetings, membership registers, correspondence files, and action-taken registers

### **B. Corporate Relations Support**

- ▶ Assist in correspondence with corporate partners — drafting and dispatching letters, emails, and MoU-related communications under supervision
- ▶ Maintain a tracker of MoUs / MoCs — status, renewal dates, nodal contacts, and pending actions
- ▶ Coordinate campus recruitment communication — interface with company HR representatives for scheduling, logistics, and documentation
- ▶ Support organisation of corporate events — Industry Advisory Board meetings, corporate visits, recruitment drives, and executive education programmes
  - Prepare meeting agendas, coordinate room bookings, and circulate minutes
- ▶ Assist in preparing proposals and presentations — compiling data, formatting documents, and proofreading materials for corporate pitches and reports
- ▶ Maintain files and records — of corporate partnerships, CSR correspondence, and sponsored project communications

### **C. General Administrative Support**

- ▶ Handle day-to-day office operations — diary management, scheduling meetings, and maintaining office supplies
- ▶ Receive and register inward/outward correspondence — physical and digital; maintain a dak register and ensure timely routing
- ▶ Prepare drafts of routine noting, letters, and office orders — for review and approval by the Officer-in-Charge
- ▶ Maintain section files in physical and digital formats — in compliance with file management norms

- ▶ Assist in budget tracking — maintaining vouchers, bills, and expenditure statements for the section
- ▶ Coordinate with Finance, IT, and other sections — for procurement, vendor payments, system access, and other cross-functional needs
- ▶ Any other duties assigned — by the Deputy Registrar / Registrar as per institutional requirement

**General Instructions:**

- 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.
- The Outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.
- Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- 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.
- 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 **05.07.2026** 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 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification (if any).