Advertisement for the Position of Administrative Assistant

Outsource: HR- 82 Date: 18 Nov 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	40 years	06 months	28,000 – 35,700 per month

Eligibility Criteria

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

(ii)

Desirable

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

(ii) 1 year of experience in a reputed organization.

Job Description:

(i) Attend departmental meetings and record the minutes. Prepare, distribute, and maintain records of meeting minutes.

(ii) Follow up on action items and ensure timely completion of tasks discussed in meetings.

(iii) Assist in the preparation, submission, and tracking of student requests for department members.

(iv) Ensure all documents are completed accurately and submitted within deadlines.

(v) Maintain organized and up-to-date filing systems for all departmental documents, including correspondence, reports, and records.

(vi) Ensure easy retrieval of documents as needed by department members.

(vii) Maintenance of student data, academic data on Excel

(viii) Digitalize and archive older documents when necessary.

(ix) Coordinate logistics for departmental events, seminars, and conferences.

(x) Handle incoming and outgoing communications, including emails and phone calls.

(xi) Assist with any other administrative tasks as assigned by the HoDs or other senior staff.

(xii) Be flexible and ready to take on additional tasks or projects as required to support the department's goals and objectives

General Instructions:

(i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.

(ii) 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 cadre/post on the basis of this service at the client organization, that is, IIT Jammu.

(iii) The M/s Nimbus Harbor Pvt. Ltd. will depute the selected candidate at IIT Jammu on outsource basis.

(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 interview. Mere fulfilling the minimum qualifications may not ensure short-listing. A higher criterion may be adopted for calling reasonable number of candidates.

(vi) The Candidate needs to bring all the original documents for verification during Trade Test/Interaction without original certificates, the candidates will not be entertained.

Application Submission:

(i) Candidates are required to submit online application latest by 03.12.2026. For the submission application please visit on https://apply.iitjammu.ac.in on behalf of outsource Agency for wider reach.

(ii) Incomplete information shall be summarily rejected.

(iv) Candidates must provide proof of 10th or equivalent, graduation and post-graduation qualification, Ph.D. (if any), experience, last salary drawn.

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उपकुलसचिव (स्थापना-II)
Deputy Registrar (E-II)