



भारतीय प्रौद्योगिकी संस्थान जम्मू
Indian Institute of Technology Jammu
जगती, राष्ट्रीय राजमार्ग-44, नगरोटा, जम्मू (जम्मू और कश्मीर) – 181221
Jagti NH-44, Nagrota, Jammu (Jammu and Kashmir) – 181221
ई-मेल/E-mail: registrar@iitjammu.ac.in

No. IITJmu/Estt.II/11-16/14/2021/456

07 Oct 2021

IIT Jammu invites online applications to fill the following post for Institutional services **on outsource (through manpower agency)**. The applications received through IIT Jammu online portal shall only be considered.

Ser.	Name of the post	Section	Vacancy	Age Limit	Pay
1.	Office Assistant	Finance & Accounts	01	30 Years	₹ 27,500 – ₹ 35,000 per month (Consolidated)

Roles and Responsibilities:

The Office Assistant will assist the Assistant Registrar (Finance & Accounts) in the area of processing of invoices and accounting. Below are some of the roles and responsibilities: -

- Preparing accounts and tax returns.
- Compiling and presenting financial and budget reports.
- Timely processing of invoice payments.
- Ensure that financial statements and records comply with GoI regulations and Institute Norms.
- Keeping account books and systems up to date.
- Handle day to day tasks proficiently.
- Manage reports with accuracy.

Essential Qualifications:

- Graduate from a Govt. recognized University or Institute with at least 55% marks in aggregate or equivalent grade.
- Minimum 3 years' experience in handling Finance and Accounts related work in Central or State government/ Central Autonomous bodies/ Centrally Funded Technical Institutes/ Central Universities. Experience of working in IT based system and ERP based Accounts module.

Desirable Qualifications:

- MBA in Finance
- Well versed with the domains like accounting processes, IT proficient, MS Office applications.
- Ability to put up sustained efforts and perseverant.
- The candidate must have a sense of professional accountability and commitment for high quality data upkeep.

General Instructions:

- Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by IIT Jammu. Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/higher in the given range.
- No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.

- d) There is no application fee for Application form.
- e) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software, Tally etc. and OS like MS-Windows) is a must.
- f) 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:

- a) Candidates are required to apply ONLINE only from **07 Oct 2021 (Thursday)** to **16 Oct 2021 (Saturday)** upto 5:00pm.
- b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
- c) Incomplete applications shall be summarily rejected. Candidates must provide details of 10th, 12th, graduation and post-graduation (if any).
- d) For any queries and information please write to registrar@iitjammu.ac.in
- e) For further information, please visit the institute website: <https://iitjammu.ac.in>

Sd/xx
Registrar