



भारतीय प्रौद्योगिकी
संस्थान जम्मू
INDIAN INSTITUTE OF
TECHNOLOGY JAMMU

INDIAN INSTITUTE OF TECHNOLOGY JAMMU
JAGTI, PO NAGROTA, NH-44, JAMMU (J&K) 181221

No. IITJmu/Estt.II/11-15/2/2018/205

29 Apr 2021

IIT Jammu invites online applications from qualified Indian Nationals for filling up following post on **Outsource basis (through manpower agency)**

Ser.	Position	Section	Vacancy	Age Limit	Pay
1	Junior Office Assistant	Research & Consultancy	01	28 Years	₹ 21,000/- per month (Consolidated)

Essential Criteria:

- (i) Bachelor of Commerce with one year relevant experience.
- (ii) Proficiency in Computer Word Processing, Spread Sheet, and other Computer related Skills.

Note: Preference will be given to candidates who have acquired M.Com., CA Inter or ICWA inter and having knowledge of Tally

General Instructions:

- (i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- (ii) 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.
- (iii) The Institute can fix the consolidated salary lower/ higher than the given range.
- (iv) No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- (v) There is no application fee for Application form.
- (vi) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (vii) 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 apply ONLINE only from 29 Apr 2021 to 05 May 2021 up to 5:00 pm.
- (ii) For submission of application through ONLINE MODE, please visit: **<https://apply.iitjammu.ac.in>**
- (iii) Incomplete application will be summarily rejected.
- (iv) For any queries and information, please write to **admin.recruitment@iitjammu.ac.in** or **registrar@iitjammu.ac.in**
- (v) For further information, visit IIT Jammu website **<https://iitjammu.ac.in>**

Sd/xx
Registrar