

Dear Sir,

Reference RTI No. IITJK/R/T/25/00031 received through online and information is as below:

| Q. No. | Reply |
|--|---|
| 1. Considering the efforts put-in by the non-teaching/ non-academic regular/permanent employees of the Centrally Funded Autonomous. Institutes such as IITs and IISERs, what steps are being taken by the Institutes or the Government of India in ensuring the growth prospects of these non-teaching and non-academic regular employees. | आईआईटी जम्मू संस्थान के भर्ती और पदोन्नति मानदंड 2021 और गैर-शिक्षण नियमित कर्मचारियों की विकास संभावनाओं के लिए समय-समय पर जारी भारत सरकार के दिशानिर्देशों का पालन करता है। IIT Jammu adheres to the recruitment and promotion norms 2021 of the Institute and the Gol guidelines issued from time to time for growth prospects of the non-teaching regular employees. |
| 2. Please share the recruitment and promotion/ upgradation guidelines of the non-teaching/ non-academic regular/ permanent employees of IITs and IISERs approved by the Government of India or their respective Boards as on 2nd April 2025. | आईआईटी जम्मू के आरपीएन की एक प्रति संलग्न है। A copy of RPN of IIT Jammu is attached. |

INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Recruitment and Promotion Norms, 2021

The Board of Governors, Indian Institute of Technology Jammu in exercise of powers conferred by Section 6(1)(h) of the Indian Institute of Technology Act 1961, hereby makes the following norms for regulating method of recruitment for non-faculty posts (including Library and Sport posts):

1. INTRODUCTION:

Ministry of Education (MoE), Government of India vide its letter number F.No 32-14/2013 – TS.I dated 10th June, 2013 has communicated that:

- (a) In exercise of powers conferred by Section 6(1)(h) of the Indian Institute of Technology Act 1961, Indian Institutes of Technology (IITs) are allowed to design their administrative / management /technical staff structure as per requirement after due approval from the Board of Governors keeping in view sustainability of expenditure on this account; and
- (b) IITs are allowed to recruit non-faculty positions in ratio of **10:1.1 Student to Non-Faculty**, after due approval of the Board of Governors, subject to the condition that IITs should first put on their website all the sanctioned non-faculty posts at present, vacant non-faculty posts, designations, pay-scale, recruitment rules for each post along with the list of the non-faculty employees with their designation and pay scale to ensure transparency and accountability for all stakeholders.

But, approval of MoE would be required if the total non-faculty posts (permanent and contractual of one year or more) **exceeds the 10:1.1 ratio**.

2. Basic Principles of Recruitment and Promotion Norms:

- (i) IIT Jammu Recruitment and Promotion Norms (RPN), 2021 provides for merit-based career advancement in a given cadre based on the vacancies in the cadre.
- (ii) All posts will be filled up as per the methods prescribed in the IIT Jammu Recruitment and Promotion Norms (RPN), 2021 in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS, which assures a time-bound financial upgradation.
- (iii) If any decision is taken to create a new post or re-structure any service, the IIT Jammu Recruitment and Promotion Norms (RPN), 2021 shall be suitably amended for that particular post with the approval of the Board.
- (iv) The Director shall propose the number of posts in each level within the total posts sanctioned for IIT Jammu for the Board's approval as per MoE norms. At present, the sanctioned strength is 102 for non-faculty posts and is as per MoE approval F. No. 32-4/2016-T.S.-1 dated 21.08.2017. The number of vacancies are given in **annexure II** on the basis of faculty strength expected to reach **319 in the year 2027 as per the projections in the DPR**.
- (v) Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other categories in accordance with the orders issued by the Government of India from time to time. Accordingly, the rosters shall be recast as per Government of India guidelines issued from time to time.
- (vi) The compassionate appointment shall be made as per current Government of India provisions i.e.; Compassionate appointment can be made only upto 5% of vacancies falling under direct recruitment quota in Group 'C' posts in a 'recruitment year', in general, and technical category if qualified suitably, based on the requirement and availability of positions.
- (vii) Subject to the powers specified in these norms, any amendment to the basic provisions in the IIT Jammu Recruitment and Promotion Norms (RPN), 2021 can be done only with the approval of the BoG.

(viii) Certain posts may require specific skills, experience or expertise which may be filled up through contract or deputation for a fixed period or tenure. The decision to fill these posts by contract or deputation will be made by the authority competent for appointment as per the statutes.

3. **OBJECTIVE:**

The main aim of Recruitment & Promotion Norms (henceforth called IIT Jammu Recruitment and Promotion Norms (RPN), 2021) is;

- (i) To appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- (ii) To ensure a fair process of selection in accordance with the Act & Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- (iii) To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.
- (iv) To strike a healthy balance between the functional requirements of the Institute and the career progression of the non-academic employees.

4. **Short title and commencement:**

- (i) These norms may be called the Indian Institute of Technology Jammu Recruitment and Promotion Norms (RPN), 2021.
- (ii) These norms shall come into force with effect from the **date of notification** after approval by the Board of Governors of IIT Jammu.

5. **Applicability:**

The Indian Institute of Technology Jammu (Recruitment & Promotion) Norms, 2021 shall be applicable for recruitment and promotion for all non-faculty posts filled or to be filled through regular process as set out herein. These norms **shall not be applicable** for the process of hiring personnel on outsource, short term contract (like appointees in sponsored research and consultancy project) or on consolidated salary basis.

6. **Definitions:**

In the present norms, unless the context otherwise requires:

- (a) "Act" means the Institutes of Technology (IIT) Act, 1961.
- (b) "Academic Staff" shall include Director, Deputy Director, Professor, Associate Professor, Assistant Professor and such other academic post or may be decided by the Board.
- (c) "Administrative staff" shall include Registrar, Deputy Registrar, Assistant Registrar, Accounts Officer, Internal Auditor, Manager (Facilities), Security Officer, Private Secretaries, Executive Assistants, and such other administrative posts as may be decided by the Board from time to time.
- (d) "Applicants" mean the candidates who apply against the vacant post(s).
- (e) "Board" means the Board of Governors of the Institute.
- (f) "Cadre" consists of a hierarchy of posts with the same or similar job responsibilities and same pay level.
- (g) "Chairman" means the Chairperson of the Board.
- (h) "Departmental Promotion Committee/ DPC" means a Standing Committee formed to evaluate or judge the suitability of the employee for promotion as per promotional avenues mentioned in the RP norms.
- (i) "Director" means the Director of the Institute.
- (j) "IIT JAMMU or Institute" means the Indian Institute of Technology, Jammu.

- (k) "Internal Candidates" means those employees working on regular/contract basis in the Institute but does not include employees working on ad-hoc, outsourced and daily wages. However, such ad-hoc employees who may be holding substantive post, other than the ad-hoc post being held, shall be covered under this clause.
- (l) "Norms" mean the "Indian Institute of Technology, Jammu (Recruitment & Promotion) Norms, 2021"
- (m) "Officers and Employees of the IIT Jammu" means the personnel recruited under the Norms including recruited prior to implementation of these rules.
- (n) "Promotion" means promotion to a higher post by following an evaluation Procedure as prescribed under the RPN, applicable to the employees of the Institute.
- (o) "Shortlisting Committee" means Committee constituted by the Competent Authority for shortlisting of candidates for particular post(s).
- (p) "Section" means the Sections of the Act/Statutes.
- (q) "Selected Candidates" means the candidates selected for the post(s).
- (r) "Selection Committee" means the Selection Committee constituted as per statutes for Selection of Candidates for particular post(s).
- (s) "Shortlisted Candidates" means the candidates shortlisted by the Shortlisting Committee for the next stage of selection process"
- (t) "Statutes" mean the Statutes of the IIT Jammu.
- (u) "Technical staff" shall include Engineers, Managers in various areas such as Telephone Exchange, Printing Press, Foreman, Supervisor (Workshop), Mechanic, Horticultural Assistant, Technical Assistant, Physical Training Instructor, Health Care and such other technical posts as may be decided by the Board from time to time.
- (v) "Competent Authority" means the Appointing Authority for the said post.
- (w) All other words and expressions used but not defined in these rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Act, Statutes and Ordinances of the Institute there under or in the rules of Government of India.

7. Classification of Posts and Staff:

- (i) **The classification of posts for the Indian Institute of Technology Jammu is made in three sets in consonance of Section 16 (i), (ii) and (iii) of the applicable Statutes of the Indian Institute of Technology Jammu:**
 - (a) Academic Staff,
 - (b) Technical Staff, and
 - (c) Administrative and Other Staff
- (ii) **The staff of the IIT Jammu shall be classified as:**
 - (a) Group "A"
 - (b) Group "B"
 - (c) Group "C"

(iii) **Classification of posts as per Pay level 7th CPC and Maximum Age Limit:**

The age limit for Direct Recruitment to the Post in term of Pay level will be as follow:

Table 1: Age-limit:

| SI. No. | Pay level | Maximum age limit* |
|---------|-------------|---------------------------|
| 1 | L-1/L-2/L-3 | 30 years |
| 2 | L-4/L-5 | 33 years |
| 3 | L-6 | 35 years |
| 4 | L-7/L-8/L-9 | 40 years |
| 6 | L-10 | 45 years |
| 7 | L-11 | 45 years |
| 8 | L-12 | 50 Years |
| 9 | L-13 | Preferably below 55 years |
| 10 | L-14 | Preferably below 55 years |

* Relaxation in age limit will be applicable for reserve categories and females as per GoI norms.

8. Appointing Authority:

In accordance with Section 25 of the Act, all appointments (Officers and Employees) in the Institute, except that of the Director, shall be made by:

- (i) the Board, if the appointment is made to the Group A posts (Pay Matrix Level 10 or above) [Pre-revised PB:3 GP Rs.5400] and above.
- (ii) the Director, if the appointment is made to other than Group A posts.

9. Sanctioned strength:

The Sanctioned Strength is the total number of employees cadre wise determined by the Director of the Institute and subsequently authorized by the Board of Governors (BoG) of the Institute as per the instructions of the Ministry of Education (MoE) vide letter no. F.32-14/2013/TS-I dtd.10.06.2013. The number of employees appointed shall be equal to or less than the sanctioned strength. This shall be termed as the operating strength.

10. Recruitment of Officers and Employees:

The recruitment to various posts, number of posts of the Officers and Employees, their classification, pay scale, method of recruitment, age limit, eligibility and other criterion required for the posts to such posts shall be as are mentioned.

11. Methods of Recruitment:

As defined in the Department of Personnel and Training Clarification No. AB.14017/13/2013 – Estt. (RR) (1349), Government of India, the following methods for recruitment shall be applicable to the IIT Jammu:

- (a) Direct Recruitment;
- (b) Promotion;
- (c) Deputation; and
- (d) On Contract/Tenure/Temporary/ Re-employment for person who retired from service in exceptional case.

(a) Direct Recruitment:

Recruitment to any regular post in the Institute shall be made from amongst the eligible candidates on the recommendations of a duly constituted Selection Committee. As per the recommendations of the Selection Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule, the following procedure shall be followed for making Direct Recruitment to the posts, wherever it is prescribed.

- (i) The Institute shall invite applications for posts through an advertisement on all India basis.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by the Shortlisting Committee constituted by the Director of the IIT Jammu after fixing the shortlisting criteria, based on academic performance and/or years of experience of the applicants. This will need the approval of the Director IIT Jammu.
- (iii) While scrutinizing the application, "essential qualifications" required for the particular post (posts) would not be relaxed in any circumstances whereas "desirable qualifications" can be relaxed with the approval of the competent authority.
- (iv) The short-listed applications shall be placed before the Director/ Chairman, BoG for approval. After due approval, the shortlisted applicants will be called to appear before the Selection Committee.
- (v) A Selection Committee will be constituted by the Director IIT Jammu/Chairman BoG IIT Jammu in accordance with the Act and the Statutes.
- (vi) Recommendations of the Selection Committees shall be placed before the Appointing Authority for approval.
- (vii) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- (viii) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- (ix) Based on the recommendations of the Selection Committee, the Competent Authority may, at its discretion, sanction onetime benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules, in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- (x) The candidates will be evaluated by the duly constituted Selection Committee as per the following:

Group 'A'(level 11 and above)

Stage I: Written Test/Proficiency Test /Computer Test/ Other Test (Optional)

| | | |
|------------------------|---|-----------|
| Stage II: Presentation | : | 50 marks |
| Stage III: Interview | : | 50 marks |
| Total | : | 100 marks |

Group 'A'(level 10)

| | | |
|---|---|-----------|
| Stage I: Written Test | : | 50 marks |
| Stage II: Proficiency Test /Computer Test/ Other Test | : | 10 marks |
| Stage III: Presentation | : | 10 marks |
| Stage IV: Interview | : | 30 marks |
| Total | : | 100 marks |

Group 'B' & 'C'

| | | |
|---------------------------------------|---|-----------|
| Stage I: Written Test | : | 60 marks |
| Stage II: Proficiency / Computer Test | : | 40 marks |
| Total | : | 100 marks |

The minimum qualifying marks for Written & Proficiency / Computer Test will in general be 60% or as per GOI norms whichever is higher (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules), the candidate getting the qualifying marks in stage I will be called for next stage. In group 'B' & 'C' posts the candidates who will qualify

the Written Test (stage I) will be called for Proficiency/ Computer Test (Stage II) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s). The select panel so formed out of this process will be valid for a period of one year.

(b) Promotion:

- (i) For candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the **Limited Departmental Exam (LDE)/ Departmental Promotion Committee (DPC)**.
- (ii) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported 'Good/ Very good/ Outstanding' consistently for the preceding **five years** shall be taken into consideration by the LDE/DPC for promotion up to level 10 and 'Very Good/Outstanding' for promotion to positions at level 11 and above.
- (iii) The LDE/ DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years as specified in these rules. In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.
- (iv) The eligibility criteria, Vigilance Clearance Reports, CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs shall be provided to the LDE/ DPC for consideration.
- (v) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the LDE/ Departmental Promotion Committee (DPC) on the basis of the service record of the officers. The normal zone and the extended zone will be as follows: -

Table 2: Zone-wise evaluation⁺

| No. of vacancies | Normal Zone | Extended Zone for SC/ ST |
|-------------------------|---|---------------------------------|
| 1 | 5 | 5 |
| 2 | 8 | 10 |
| 3 | 10 | 15 |
| 4 | 12 | 20 |
| 5 to 10 | Twice the number of vacancies + 4 | 5 times the number of vacancies |
| 11 to 14 | 24 | --do-- |
| 15 and above | 1½ times of the number of vacancies + 3 | --do-- |

* DoPT OM No. 22011/2/2002- Estt (D) dated January 6, 2002.

The criteria for assessment of each staff should be made as follows:

| S.No. | Stage | Criteria | Marks |
|--|----------|--|-------|
| For Promotion to positions at Level 11 and below | | | |
| 01 | Stage I | APARs (for last 5 years as per eligible period for promotion through DPC) | 60 |
| 02 | Stage II | Internal Assessment/ Presentation | 40 |
| For Promotion to position Level 12 and above | | | |
| 03 | Stage I | APARs (for last 5 years as per eligible period for promotion through DPC) | 50 |
| 04 | Stage II | Internal Assessment/ Presentation | 50 |
| Total | | | 100 |

The LDE/DPC should do the assessment of the staff based on above mentioned criteria and shall determine the merit of those being assessed for promotion with reference to the benchmark for all the posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the LDE/DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'.

The grading and score are quoted below: -

Table 3: Scheme for Grading in APAR

| S.No. | Grading System and Score in APAR |
|-------|---|
| (i) | Grade at 9 and above in average shall be rated as 'outstanding' for appointment/ promotion. The average will be calculated on the grades over and above row (ii). |
| (ii) | Grade above 7 and short of 8 shall be rated as 'very good' and will be given a score of 7.5 for the purpose of calculating average scores for appointment/ promotion. |
| (iii) | Grade above 5 and short of 7 shall be rated as 'good' and will be given a score of 6 for the purpose of calculating average scores for appointment/ promotion. |
| (iv) | Below 5 shall be given a score of 'zero'. |

- (vi) The meeting of the LDE/ DPC may be convened as and when required.
- (vii) The administrative authorities shall ensure that the information furnished to LDE/ DPC is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the LDE/ DPC.
- (viii) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/ confirmation

unless otherwise mentioned specifically in the order about such a bar to eligibility.

(ix) The following cases shall be brought to the notice of the LDE/ DPC: -

- Employees under suspension;
- In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
- In respect of whom prosecution for a criminal charge has been pending.

The LDE/ DPC shall assess their suitability without regard to the disciplinary aspect. The LDE/ DPC findings will be kept in a sealed cover and the fact recorded in the LDE/ DPC proceedings. Same procedure will be followed by subsequent LDE/ DPC till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his/her promotion will be determined and he/she will be promoted notionally with reference to the date of promotion of his/her junior and if necessary, by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

(x) The cases of employee under cloud after clearance by the LDE/ DPC shall be settled in accordance with the Government of India rules.

Mode of Promotion under LDE/ DPC:

- (i) Employees of IIT Jammu will be considered for promotion under LDE after 5 years of service and under DPC after 8 years of service at II Jammu.
- (ii) In addition to the condition for promotion for the posts as specified at para (v) below, the Institute may decide the method and procedure to be followed by the LDE/ DPC for promotion in respect of any category of posts. For this purpose, the Institute at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner.
- (iii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance Appraisal Reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the LDE/ DPC duly approved by the Competent Authority of the Institute.
- (iv) All promotions of the non-faculty staff shall take effect from the date of joining after approval of recommendation of the LDE/ DPC by the competent authority.
- (v) The qualifying of Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Group 'B' and Group 'C' as identified from time to time.
- (vi) Either due to non-performance/misconduct/misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the Institute shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement.

Functions of the LDE/ DPC:

- (i) The Limited Departmental Exam committee (LDE) / Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees.
- (ii) Confirmation of the non-faculty employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-faculty staff, the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks.
- (iii) While considering the promotion cases, the LDE/ DPC shall consider the following:
 - (a) Provisions of the Act/Statutes/Regulations/Rules/GoI guidelines as applicable.
 - (b) Eligibility criteria & relaxations/concessions applicable to the SC/ST categories.
 - (c) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Confidential Reports/the Annual Performance Appraisal Reports (APARs), the LDE/ DPC may also adopt the criteria with regard to bench marks as mentioned under clause (ii) and (v) or any other criteria for consideration as per the rules.
 - (d) Vigilance Clearance Report
 - (e) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/ Institute.
 - (f) Performance in the interview/skill test/written test, if conducted by the DPC as per rule.
 - (g) The seniority list, if applicable.
- (iv) The LDE/ DPC is expected to screen the cases and decide the eligibility based on the afore-mentioned documents like ACRs/APARs, seniority, age, residency period, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: - In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the LDE/ DPC shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

(c) Deputation:

The following procedure shall be followed for making appointment by Deputation, wherever prescribed.

- (i) The IIT Jammu shall invite applications for the vacant posts from Central Government, State Government and Autonomous Bodies through an advertisement on all India basis.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by a Shortlisting Committee constituted by the Competent Authority of the IIT Jammu. Where applications received are in excess of a reasonable number (as determined by the Shortlisting Committee) for the vacant and advertised post (s), the Shortlisting Committee, with the

approval of competent authority may formulate additional criteria for shortlisting based on academic performance and/or years of experience of the Applicants.

- (iii) Personal evaluation shall involve any one or more of these methods:
 - (a) Interview
 - (b) Test
 - (c) Presentation,
 - (d) Evaluation of APARs
- (iv) The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall be minimum one (1) years from the date of beginning of the deputation extendable on year to year basis up to a maximum period of 5 years with the approval of the competent authority.
- (v) Deputation shall be subject to vigilance clearance, vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstances for a duration of one year or more, may also be filled by way of Deputation with employees from Central Government or State Governments or Autonomous Bodies.

12. Panel:

- (a) The panel drawn for promotion by the LDE/ DPC shall normally be valid for one year from the date of such approval of the competent authority or as nominated, whichever is earlier. It should cease to be in force on the expiry of a period of one year or when a fresh panel is prepared, whichever is earlier.
- (b) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the competent authority.

13. Modified Assured Career Progression Scheme MACP:

The financial up-gradation under the MACP Scheme in respect of non-faculty employees of the Institute shall be allowed as per the provisions of the orders/ guidelines of Government of India (GOI) as amended/ issued from time to time.

- (i) The Modified Assured Career Progression Scheme (MACP) of the GoI duly communicated for implementation by the MoE in respect of non-faculty employees shall be effective from 01.09.2008.
- (ii) In case of up-gradation of pay scale upto the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Shortlisting committee. The Director shall nominate atleast one external expert and other members representing SC/ST/OBC/PwD/Minorities etc. wherever required as per the guidelines of the GoI.
- (iii) Any dispute in the afore-mentioned advancement schemes applicable for non-faculty staff, the decision of the MoE shall be final.

14. Constitution of Limited Departmental Exam Committees/ Departmental Promotion Committees:

- (i) The constitution of the Selection Committee for LDE/ Direct Recruitment/on Deputation shall be as per the statutes of the Institute and as amended from time to time.

- (ii) The following will be the Standing Committee for promotion through LDE/ DPC and all the issues concerning to LDE/ DPC will be looked into by following committee:
- | | | |
|----------------------------------|---|----------------------------------|
| (a) Director or his/ her nominee | - | Chairperson |
| (b) Concern HOD | - | Member |
| (c) Registrar or nominee | - | Member |
| (d) External Expert | - | Member (2 for LDE and 1 for DPC) |
| (e) A.R. (E-II) | - | Convener |

If necessary, the Chairperson of LDE/ DPC may opt more member(s) for this committee.

- (iii) The Director at his discretion may include the Head or any other senior member of the Department/ Division concerned in the LDE Committees/Departmental Promotion Committees at the time of selection/promotion to any post of the Institute. In addition to the above, the nominee(s) of the SC/ST/OBC/Women community shall be nominated by the Director in the LDE Committees/ Departmental Promotion Committees in case the SC/ ST/OBC/Women candidates are to be considered for interview/promotion. Any other member/members shall also be included in the LDE Committees/Departmental Promotion Committees as per the directives of the Ministry of Education (Government of India) (MoE)/ GoI issued from time to time.

15. Probation:

Para 1 (3) of schedule B of statute which states that all the appointments to the permanent position in the institute shall ordinarily be made on probation for a period of one year. However, IIT Jammu will have probation period of **two years** for direct recruitment.

- (i) In case of direct recruitment, the selected candidate will be kept on probation for a period as specified vide these rules. The appointing authority may extend, but not exceeding two years, the period of probation in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- (ii) In case of promotion to the next higher post, the employee(s) shall be kept on probation for a period of one year (no probation in case of promotion within the same group of post for promotion under LDE/ DPC *DoPT circular No./ 28020/3/2018-Estt.(C) dated 11 March, 2019) from the date of approval of LDE/ DPC Committee recommendations. The appointing authority may at his/her discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his/her parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

Note:-

- (i) If an employee who is recruited/promoted to any post(s), avail leave on piecemeal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed from time to time. In case, the result of review of performance of an

official is found indifferent, he should be warned of the consequences, i.e. termination of his services/reversion to the post from which he/she is appointed /promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

- (iii) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.

16. Conditions of Service:

The Conditions of Service of the Officers and Employees of the IIT Jammu in matters of Pay, Allowances, Leave, Age of Superannuation, Retirement benefits, Medical Facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are in force for the time being applicable to the employees belonging to various cadres, as the case may be, of the corresponding Scales of Pay of the Central Government/ Scales of pay prescribed by MoE.

Other Conditions of Service of the Technical and Administrative Officers and Employees of the IIT Jammu, for which no specific provisions have been provided in the Act and Statutes, shall be regulated in accordance with such rules/norms as are, from time to time, applicable to Technical and Administrative officers and employees belonging to various cadres, as the case may be, of the corresponding Scales of Pay of the Central Government.

17. Disqualification:

No person shall be eligible for appointment to any post, if

- (a) She has a husband living, and has entered into or contracted a marriage with a person who already has a spouse living; OR he has a wife living, has entered into or contracted a marriage with any other women, provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
- (b) A person of unsound mind,
- (c) A person being adjudged insolvent by a court of competent jurisdiction,
- (d) A person being a minor (below the minimum age to contract),
- (e) A person being convicted of an offence by a Court of Law etc.

18. Discipline/ Vigilance Clearance Reports:

- (i) Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- (ii) Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/or misleading statement/information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the Institute shall have the powers to investigate/ inquire into the matter and submit his/her report to the administration for further action in this regard at any time of recruitment process or employment as per rule.

19. Reservation:

Nothing contained in these Norms shall affect reservations, relaxations of age limit and other concessions required to be provided to the Scheduled Castes (SC), the Scheduled Tribes (ST), Other Backward Class (OBC), Economic Weaker Section (EWS) and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

20. Recruitment of Persons of Indian Origin (PIO):

The instructions of Govt. of India for appointment of PIO and foreigners shall be applicable as notified from time to time.

21. Amendments:

The Norms shall be reviewed periodically for making necessary modifications and amendments, as may be required from time to time.

The Board of Governors/Director as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these rules. The directions issued by the Director, if any, shall be reported to the Board for ratification.

22. Relaxation Norms:

Age relaxation: The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute. The age shall be determined as on the closing date of the advertisement.

| SI. No. | Category of persons to whom age concession is admissible. | Categories of posts to which the age concession is admissible | Extent of Age Concession |
|---------|---|---|---|
| 1 | Scheduled castes and Scheduled tribes | All posts filled by Direct Recruitment | 5 years |
| 2 | Other Backward Classes | All posts filled by Direct Recruitment | 3 years |
| 3 | Persons with Disabilities | In case of Direct Recruitment to Group 'C' posts. In case of recruitment to Group 'A' and Group 'B' Posts through open competitive examination | DoPT OM No. F.No15012111200 3-Estt.(D) dated the 29th June, 2015, as updated from time to time. |
| 4 | Ex-Servicemen | Group C | Period of Military service plus 3 years |
| 5 | Ex-servicemen ECO/SSCO | Group A & B Posts Services/ posts filled by direct recruitment subject to the condition that (i) the continuous service rendered in the Armed Forces by an ex-serviceman is not less than six months after attestation (ii) resultant age after deducting his age does not exceed the prescribed age limit by more than three years and (iii) condition prescribed in O.M. No. 39016/10/79- Esst.(C) dated 15.12.1979. | Period of Military service plus 3 years |
| | | For appointment to any vacancy in Group A and Group B Services/posts filled by direct recruitment ex-service and Commissioned Officers including ECOs/SSCOs who have rendered Atleast 5 years military service and have been released on completion of | 5 years |

| | | | |
|---|---|--|--|
| | | assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of physical disability attributable to military service or on invalid Service. | |
| 6 | Candidates with three years continuous service in the Central Government/ State Government/ Other central autonomous bodies/ organisations/ institutions/ PSUs. | For appointment to Group 'C' posts by direct recruitment which are in the same line or allied cadres. | Up to 40 years of age (45 years for SC/ST) |
| 7 | Widows/ Divorced women and women judicially separated from their husband who are not remarried | For all posts | Upto 35 years of age (40 years for SC/ST) |
| 8 | For employees working in IITs | "Relaxation may be provided to the employees working in IITs (with Minimum Three-year Service) by the Director if any candidate found suitable/deserving for the relevant advertised posts through Direct recruitment".** | |

** Note: In order to have clarity on the relaxation criteria applicability, it is requested that following relaxation criteria may be considered and approved in respect of candidates with three years service in IITs :-

- (a) Eligibility - The relaxation will be applicable to employees with three year service (total not necessarily continuous service) in IITs who are either employed as regular/on probation/on scale contract or consolidated basis. No relaxation is applicable to any other nature of service indicated.
- (b) Relaxation of upto 5% in essential qualification percentage required
- (c) Relaxation of upto 05 years in age subject to superannuation age
- (d) Relaxation of one group pay/pay level from the minimum essential criteria.

23. Removal of Difficulties:

The Director may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.

24. Interpretation:

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Board shall be final.

25. Amendment of Rules:

The Board shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these rules. The decisions of the Board shall be final and binding on all employees.

26. Residuary Matters:

In respect of all matters not specifically provided for in these rules, the corresponding provisions as provided by the MoE for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed. In case any particular provision in these rules clashes with any provision of the Act/Statutes, the provision of the Act/Statutes shall prevail and the provision in these rules shall stand superseded.

27. Liability of officers to serve in India or/ and abroad:

The employees are liable to serve anywhere in campus or project(s) of the institute is/ are located or may be located in future.

28. Territorial Jurisdiction:

In cases of any disputes, any suites or legal proceedings against the Institute, the territorial jurisdiction shall be restricted to the Court of Jammu.

SUMMERY OF RECRUITEMENT THROUGH DIRECT, LDE & DPC

RPN 2021 - DETAILS OF POSTS

I. Cadre-wise number of sanctioned posts:

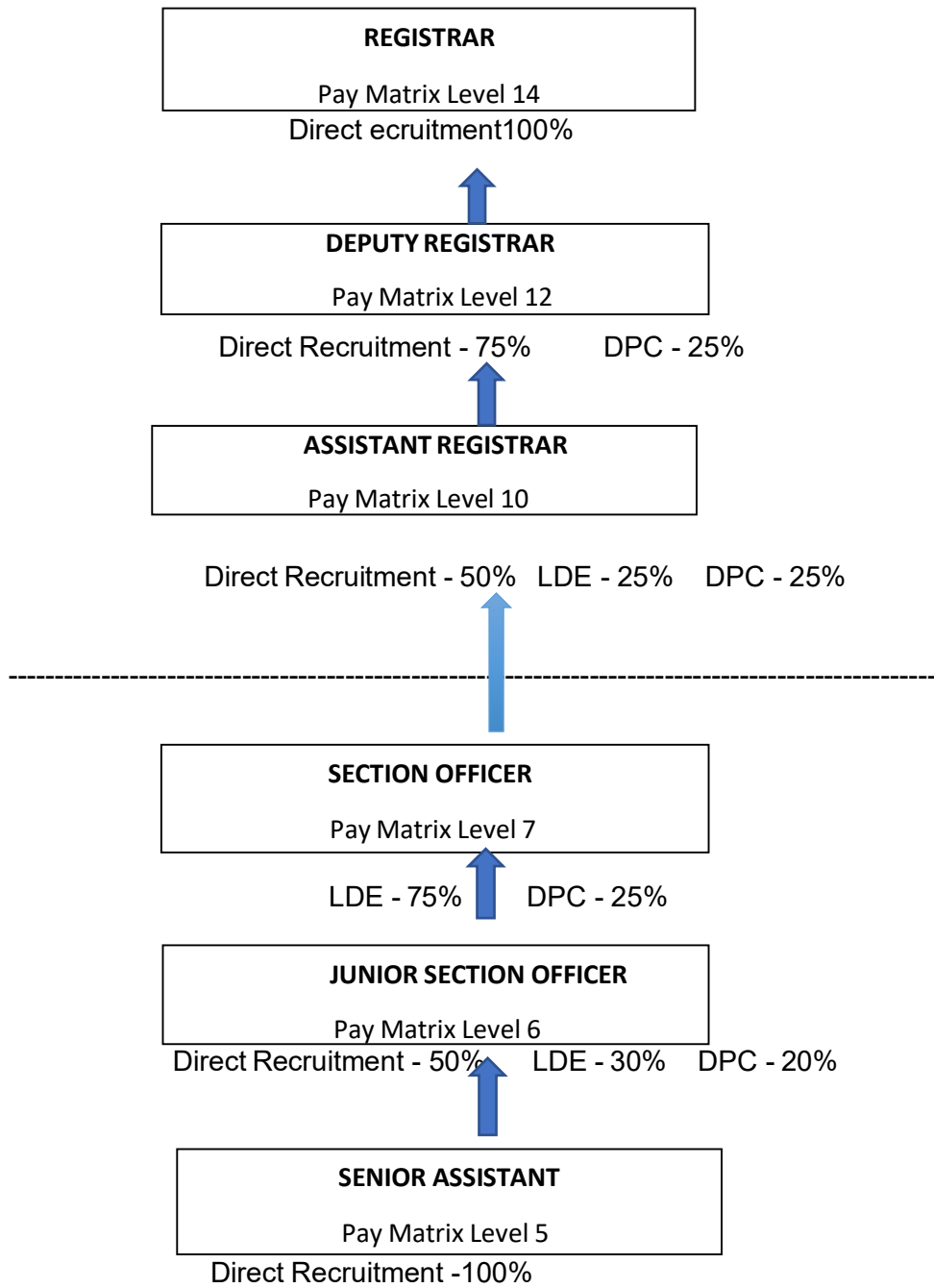
| SI.No | Cadre | Detailed bifurcation of the cadre |
|--------------|----------------------------------|--|
| 1. | Administrative Cadre | As per Annexure-II |
| 2. | Technical Cadre | |
| 3. | Construction & Maintenance Cadre | |
| 4. | Library Cadre | |
| 5. | Specialist/ Ex-Cadre Posts | |

II. Detailed Cadre-wise Sanctioned Posts

ADMINISTRATIVE CADRE

| Sl. No | Category of posts | Group | Pay Matrix Level | Pre-revised Grade Pay | Direct/Deputation | LDE | DPC |
|--------|------------------------|-------|------------------|-----------------------|-------------------|-----|-----|
| 1. | Registrar | A | L-14 | 10000 | 100% | - | - |
| 2. | Deputy Registrar | A | L-12 | 7600 | 75% | - | 25% |
| 3. | Assistant Registrar | A | L-10 | 5400 | 50% | 25% | 25% |
| 4. | Section Officer | B | L-7 | 4600 | - | 75% | 25% |
| 5. | Junior Section Officer | B | L-6 | 4200 | 50% | 30% | 20% |
| 6. | Senior Assistant | C | L-5 | 2800 | 100% | | |

ADMINISTRATIVE CADRE



TECHNICAL CADRE

| Sl. No | Category of posts | Group | Pay Matrix Level | Pre-revised Grade Pay | Direct/Deputation | LDE | DPC |
|---------------|-----------------------------|--------------|-------------------------|------------------------------|--------------------------|------------|------------|
| 1. | Principal Technical Officer | A | L-14 | 10000 | 100% | - | - |
| 2. | Senior Technical Officer | A | L-12 | 7600 | 50% | 25% | 25% |
| 3. | Technical Officer | A | L-10 | 5400 | 50% | 25% | 25% |
| 4. | Senior Laboratory Officer | B | L-7 | 4600 | - | 50% | 50% |
| 5. | Laboratory Officer | B | L-6 | 4200 | 50% | 25% | 25% |
| 6. | Laboratory Assistant | C | L-5 | 2800 | 100% | - | - |

TECHNICAL CADRE

PRINCIPAL TECHNICAL OFFICER
Pay matrix level 14

Direct Recruitment - 100%



SENIOR TECHNICAL OFFICER
Pay Matrix Level 12

Direct Recruitment – 50% LDE – 25% DPC - 25%



TECHNICAL OFFICER
Pay Matrix Level 10

Direct Recruitment-50% LDE - 25% DPC - 25%



SENIOR LABORATORY OFFICER
Pay Matrix Level 7
LDE - 50% DPC - 50%



LABORATORY OFFICER
Pay Matrix Level 6

Direct Recruitment - 50% LDE - 25% DPC - 25%



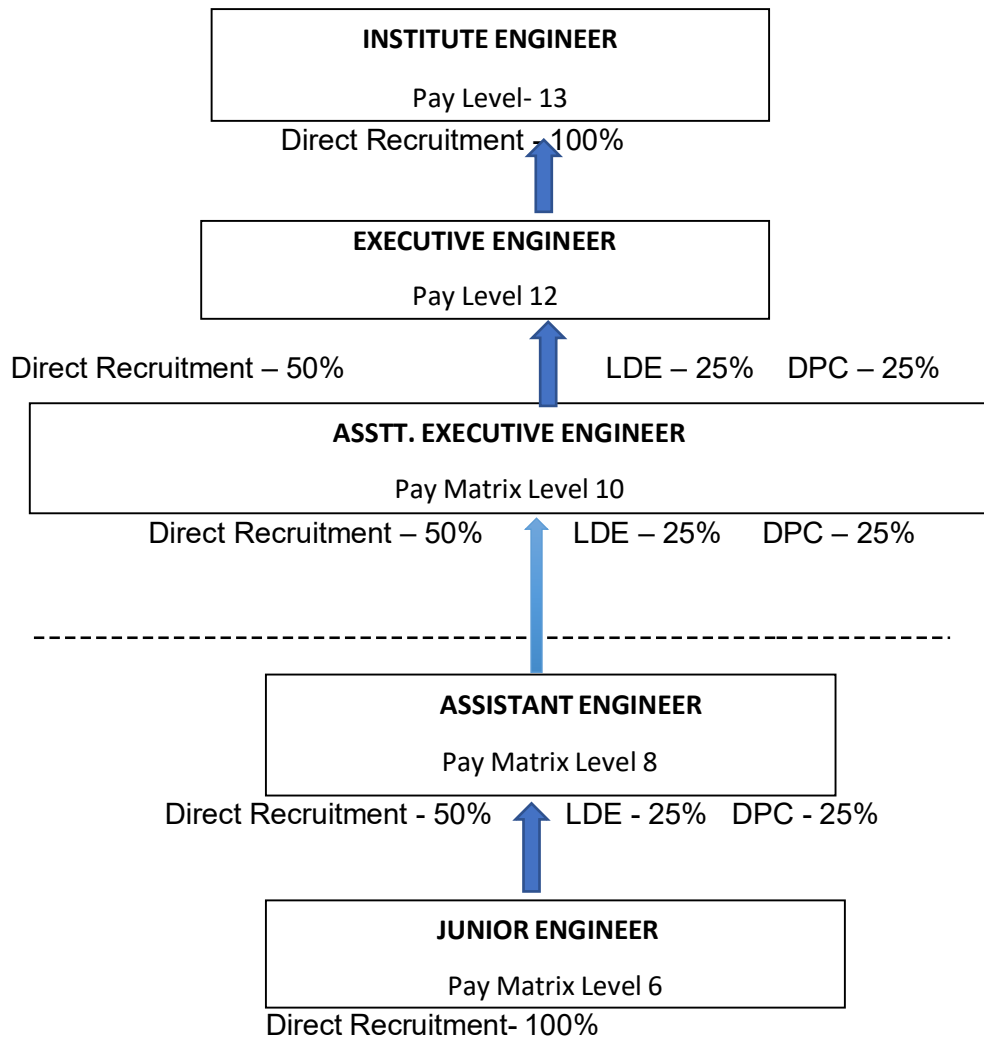
LABORATORY ASSISTANT
Pay Matrix Level 5

Direct Recruitment- 100%

CONSTRUCTION & MAINTENANCE CADRE

| Sl. No | Category of posts | Group | Pay Matrix Level | Pre-revised Grade Pay | Direct/Deputation | LDE | DPC |
|---------------|------------------------------|--------------|-------------------------|------------------------------|--------------------------|------------|------------|
| 1. | Institute Engineer | A | L-13 | 8700 | 100% | - | - |
| 2. | Executive Engineer | A | L-12 | 7600 | 50% | 25% | 25% |
| 3. | Assistant Executive Engineer | A | L-10 | 5400 | 50% | 25% | 25% |
| 4. | Assistant Engineer | B | L-8 | 4800 | 50% | 25% | 25% |
| 5. | Junior Engineer | B | L-6 | 4200 | 100% | - | - |

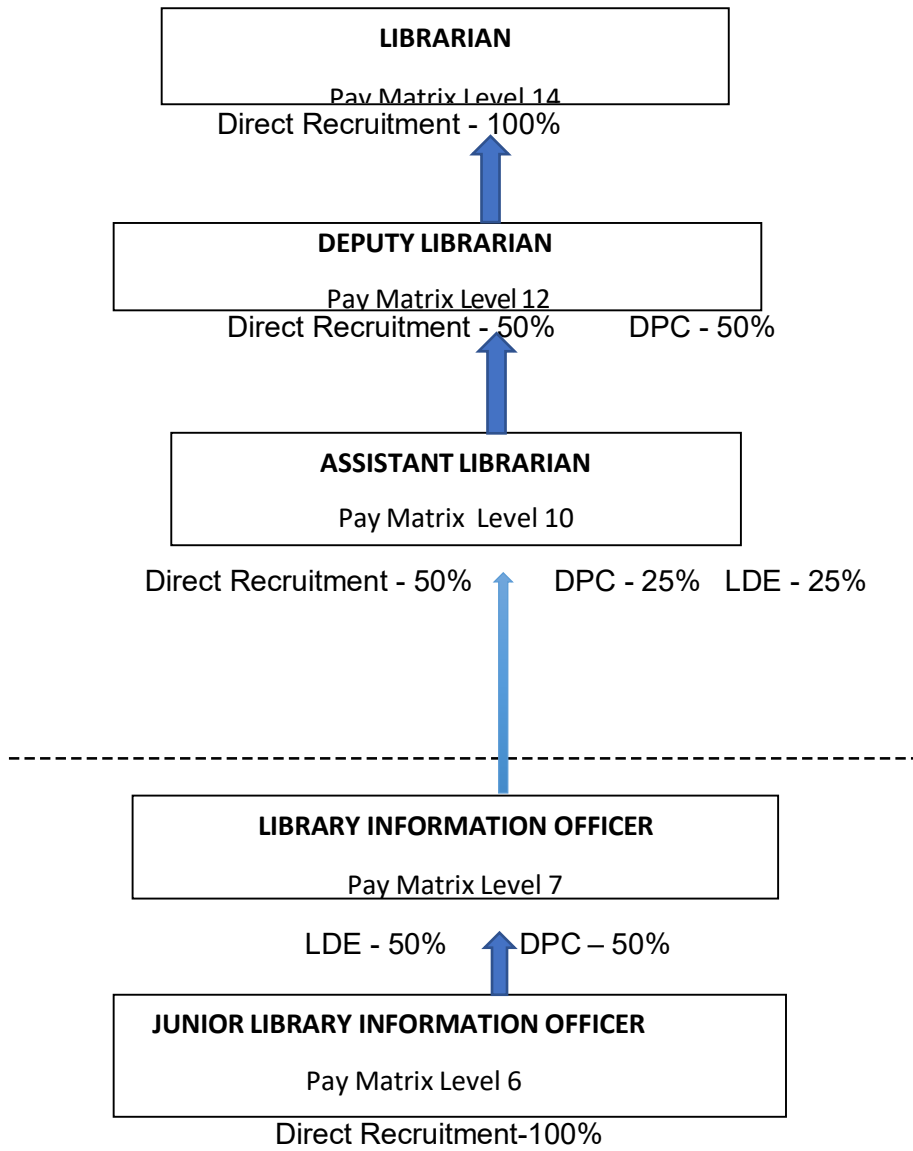
CONSTRUCTION & MAINTENANCE CADRE



LIBRARY CADRE

| Sl. No | Category of posts | Group | Pay Matrix Level | Pre-revised Grade Pay | Direct/Deputation | LDE | DPC |
|---------------|------------------------------------|--------------|-------------------------|------------------------------|--------------------------|------------|------------|
| 1. | Librarian | A | L-14 | 10000 | 100% | - | - |
| 2. | Deputy Librarian | A | L-12 | 7600 | 50% | - | 50% |
| 3. | Assistant Librarian | A | L-10 | 6000 | 50% | 25% | 25% |
| 4. | Library Information Officer | B | L-7 | 4600 | | 50% | 50% |
| 5. | Junior Library Information Officer | B | L-6 | 4200 | 100% | - | - |

LIBRARY CADRE

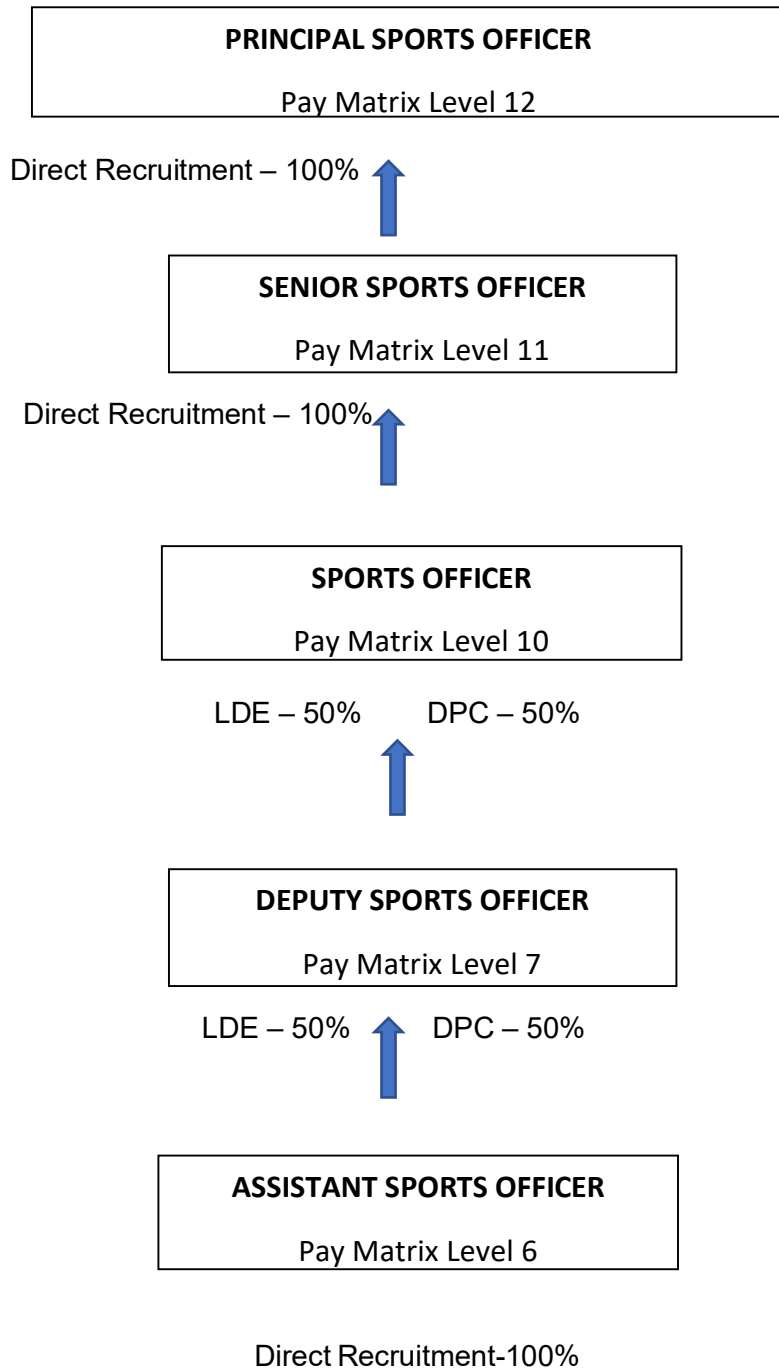


SPECIALIST/ Ex-CADRE POSTS

| Sl. No | Category of posts | Group | Pay Matrix Level | Pre-revised Grade Pay (Rs.) | Direct/Deputation | LDE | DPC |
|---------------|--|--------------|-------------------------|------------------------------------|--------------------------|------------|------------|
| 1. | Internal Audit Officer (on Deputation/Direct) | A | L-12 | 7600 | 100% | - | - |
| 2. | Institute Counsellor | A | L-10 | 5400 | 100% | - | - |
| 3. | Career Development officer | A | L-10 | 5400 | 100% | - | - |
| 4. | Training and Placement Officer | B | L-8 | 4800 | 100% | - | - |
| 5. | Public Relation Officer | A | L-10 | 5400 | 100% | - | - |
| 6. | Caretaker-cum-Manager / Mess Manager | B | L-6 | 4200 | 100% | - | - |
| 7.1. | Principal Sports Officer | A | L-12 | 7600 | 100% | - | - |
| 7.2. | Senior Sports Officer | A | L-11 | 6600 | 100% | - | - |
| 7.3. | Sports Officer | A | L-10 | 5400 | - | 50% | 50% |
| 7.4. | Deputy Sports Officer | B | L-7 | 4600 | - | 50% | 50% |
| 7.5. | Assistant Sports Officer | B | L-6 | 4200 | 100% | - | - |
| 8.1. | Senior Security Officer | A | L-11 | 6600 | - | 25% | 75% |
| 8.2. | Security Officer | A | L-10 | 5400 | 50% | - | 50% |
| 8.4. | Fire and Safety Officer/Deputy Security Officer | B | L-8 | 4800 | 100% | - | - |
| 8.3. | Assistant Security Officer | B | L-7 | 4600 | - | 50% | 50% |
| 9 | Principal Medical Officer (Health Care Administration) | A | L-12 | 7600 | 100% | - | - |
| 10.1. | Principal Workshop Officer | A | L-12 | 7600 | 50% | - | 50% |
| 10.2. | Workshop Officer | A | L-11 | 6600 | - | 50% | 50% |
| 10.3. | Assistant Workshop Officer | A | L-10 | 5400 | 100% | - | - |
| 11.1. | Principal Scientific Officer | A | L-14 | 10000 | 100% | - | - |
| 11.2. | Senior Scientific Officer | A | L-12 | 7600 | 50% | 25% | 25% |
| 11.3 | Scientific Officer | A | L-11 | 6600 | 100% | | |

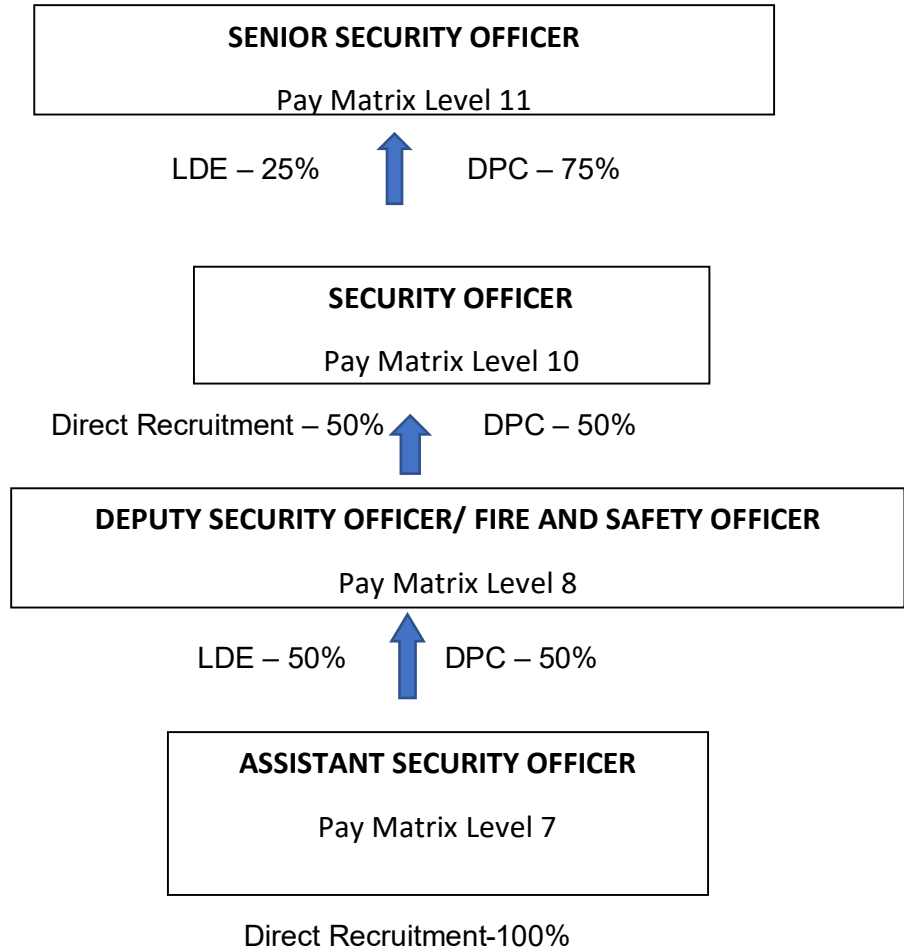
SPECIALIST / EX-CADRE POSTS

(A)



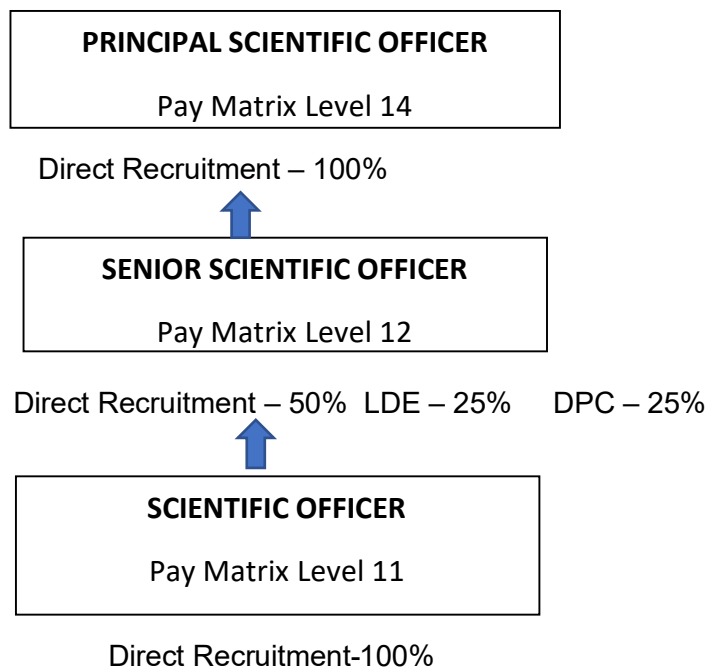
(B)

SPECIALIST / EX-CADRE POSTS



(c)

SPECIALIST / EX-CADRE POSTS



SPECIALIST / EX-CADRE POSTS

(D)

PRINCIPAL WORKSHOP OFFICER
Pay Matrix Level 12

Direct Recruitment – 50% DPC – 50%



WORKSHOP OFFICER
Pay Matrix Level 11

LDE – 50% DPC – 50%



ASSISTANT WORKSHOP OFFICER
Pay Matrix Level 10

Direct Recruitment-100%

ADMINISTRATIVE CADRE

| | | |
|----|--|---|
| 1. | Name of the Post | Registrar |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 14 (Pre-revised PB-4: GP Rs.10000) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | Preferably below 55 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree from recognized university in any discipline with 60% marks and above or its equivalent Grade 'B' in the UGC seven point scale and consistently good academic record set out in these regulations.</p> <p>(ii) Atleast 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) (Pre-revised AGP Rs.7000) and above or 8 years of service in the pay matrix of AL-12 (Rs.101500-167400) (Pre-revised AGP Rs.8000) and above including as Assistant/ Associate Professor with relevant experience in educational administration/ research establishments.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) (Pre-revised GP Rs.7600) and above.</p> <p>Note: If the applicant is from PSU or any other organization, his/her work experience should match the essential work experience and should match either GP (6th CPC) or minimum total emolument.</p> <p>(iii) Out of the above experience, atleast 2 years' experience in handling computerized administration / financial matters.</p> <p>Desirable</p> <p>(i) Consistently good academic record (atleast 60% in all boards/ University examinations).</p> <p>(ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.</p> <p>(iii) Experience in educational administration, financial and personnel management.</p> <p>(iv) Capacity to lead the coordination of</p> |

| | | |
|-----|--|---|
| | | <p>multiple units and administration in a residential Institution. Can ensure statutory compliance with the statutory bodies as defined by the Act of Parliament and statutes.</p> <p>(v) Knowledge of computer enabled workflow based administration in a delegated system.</p> <p>(vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes | Relaxation as per UGC/MoE norms. |
| 9. | Period of probation, if any | 05 year contract |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods. | 100 % Direct Recruitment OR Deputation OR Contract (on scale) basis for a tenure of up to 5 years or till attaining the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time. |
| 11. | In case of recruitment by promotion or by deputation, grades from which promotion or deputation or absorption to be made | <p><u>Deputation/ Transfer on Deputation/ on Contract/ Tenure basis</u></p> <p>Officers under Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of National Importance:</p> <p>(a) holding analogous post or with atleast 3 years regular service in posts with Pay matrix level 13 (Pre-revised PB-4: GP Rs.8700) plus 5 years regular service in posts with Pay matrix level 12 (Pre-revised PB-3: GP Rs.7600) or equivalent post; and</p> <p>(b) and possessing educational qualification and experience as prescribed in Col. 7</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

| | | |
|-----|---|--|
| 1. | Name of the Post | Deputy Registrar |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: GP Rs.7600) After 5 years of service as Deputy Registrar , an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay in pay matrix level 13 and will be re-designated as Joint Registrar (personal to incumbent) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 50 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree with 60% marks and above or an equivalent grade in a point scale and;</p> <p>(ii) 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/6600) or equivalent post in Government / Government Research Establishments / Universities / Statutory Organizations / Government Organization.</p> <p>(iii) Atleast 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) A degree in Law/Management/Engineering/ Actuarial Science from a recognized University/ Institute.</p> <p>(iii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Deputy Registrar (Accounts/Audit).</p> <p>(iv) SAS qualified conducted by organized accounts and audit department.</p> <p>(v) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes | Relaxation as per UGC / MoE norms. |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment / Deputation- 75% Promotion-25% |

| | | |
|-----|--|--|
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p>DPC: 8 years of administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP Rs.5400) and above.</p> <p>Deputation (including Short Term Contract): Officers from the Central/State Government or Institute of national importance or Universities/ University level Institution or PSU / Industry:</p> <p>(a) holding analogous post or 8 years of administrative experience at the level of Assistant Registrar in the PayMatrix Level 10/Level 11 (Pre- revised PB:3 GP Rs.5400/ 6600 or its equivalent).</p> <p>(b) Possessing educational qualification as point no. 7.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

| | | |
|----|--|--|
| 1. | Name of the Post | Assistant Registrar |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) After 5 years of service as Assistant Registrar an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay in pay matrix level 11 and designated as Asst. Registrar (SS). |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree or its equivalent in any discipline from a recognized University with 60% marks and above or its equivalent Grade B in the UGC seven-point scale and consistently good academic record set out in these Regulations.</p> <p>(ii) Atleast 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Matrix Level 7/ Level 8 as per 7th CPC (Pre-revised PB-2: GP Rs.4600/4800) or equivalent.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p> <p>(iv) Atleast 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) A degree in Law / Management /Engineering / Actuarial Science from a recognized University/ Institute.</p> <p>(iii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar</p> |

| | | |
|-----|---|---|
| | | <p>(Accounts/Audit).</p> <p>(iv) SAS qualified conducted by organized accounts and audit department.</p> <p>(v) Experience in handling computerized administration / financial matters.</p> <p>(vi) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes | No |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment / Deputation- 50% LDE-25% DPC-25% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p>LDE: Open to the Section Officer level staff having Bachelor's degree and Minimum of 5 years relevant experience in the Institute out of which at least 3 years as Section Officer /equivalent post and of supervising a Section in Pay Matrix Level 7 (Pre-revised PB-2 : GP Rs.4600).</p> <p>DPC: Degree with 8 years of administrative supervisory experience of which atleast 5 years' experience in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600) in the relevant cadre.</p> <p>Deputation (including Short Term Contract): Officers from the Central/ State Government or Institute of national importance or Universities/ University level Institution or PSU / Industry: a) holding analogous post b) Possessing educational qualification as prescribed in Row 7.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

| | | |
|-----|---|--|
| 1. | Name of the Post | Section Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 7 (Pre-revised PB-2: GP Rs.4600) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | Not Applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not Applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | No |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 75% DPC: 25% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open to the Junior Section Officer working in IIT Jammu who have rendered at least 05 years of regular clean service in IIT Jammu in in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200). DPC: 8 years of experience as Junior Section Officer in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Junior Section Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 6 (Pre-revised PB-2: GP Rs.4200) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential :</p> <p>(i) Master Degree in any discipline from recognized university with 60% marks and above and 03 year experience in Administration/Accounts/Audit/Purchase etc. as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with 60% marks and above and 05 years' experience in Administration/Accounts/Audit/Purchase etc as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> <p>(ii) Atleast 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable:</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) Higher Degree / PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> <p>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Age: No Qualification: Yes |
| 9. | Period of probation, if any | Two years |

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| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment / Deputation: 50% LDE: 30% DPC: 20% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open to the Senior Assistant grades from IIT Jammu in the Pay Matrix Level 5 and who have rendered at least 05 years of regular clean service at IIT Jammu. DPC: 8 years of experience as Senior Assistant in Pay Matrix Level 5 (Pre-revised PB-1: GP RS. 2800) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Senior Assistant |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group C |
| 4. | Pay Matrix | Level 5 (Pre-revised PB-1: GP Rs.2800) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 33 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential:</p> <p>(i) Master Degree in any discipline from recognized university with 60% marks and above and 01 year experience in Administration/Accounts/Audit/Purchase etc as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with 60% marks and above and 03 years' experience in Administration/Accounts/Audit/Purchase etc. as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings/Others.</p> <p>(ii) Atleast 01 years' experience in handling computerized administration / financial matters.</p> <p>Desirable:</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |

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| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

TECHNICAL CADRE

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| 1. | Name of Post | Principal Technical Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Band & Grade Pay | Level-14 (Pre-revised PB:3 GP Rs.10000) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 55 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential</p> <p>i) Ph.D. in appropriate field with 5 years of experience at Pay Matrix Level-13 (Pre-revised PB:4 GP Rs.8700)</p> <p style="text-align: center;">OR</p> <p>M.E/M.Tech in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institute with 9 years of experience at the level of Sr. Technical Officer out of which 3 years in Pay Matrix Level-13 (Pre-revised PB:4 GP Rs.8700)</p> <p style="text-align: center;">OR</p> <p>M.Sc./MCA in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institute with 10 years of experience at the level of Sr. Technical Officer out of which 3 years in Pay Matrix Level-13 (Pre-revised PB:4 GP Rs.8700)</p> <p style="text-align: center;">OR</p> <p>B.E/B.Tech in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institute with 11 years of experience at the level of Sr. Technical Officer out of which 3 years in Pay Matrix Level-13 (Pre-revised PB:4 GP Rs.8700)</p> <p>ii) Equivalent Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Note: Considering focus on Digitisation of work module, the BoG/Director may add the required skill based on requirement.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and | Direct Recruitment: 100% |

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| | percentage of the posts | |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | Not Applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Senior Technical Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Band & Grade Pay | Pay Matrix Level-12 (Pre-revised PB:3 GP Rs.7600) After 5 years of service an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Matrix level 13 (Pre-revised PB:4 GP Rs.8700) and designated as Senior Technical Officer(SS) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 50 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential</p> <p>i) Ph.D. in CSE/Engineering or in a appropriate field with 6 years of experience at Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) or Equivalent.</p> <p style="text-align: center;">OR</p> <p>M. Tech Degree in CSE/Engineering or equivalent qualification in appropriate field with a 60% marks or equivalent 7.0 CGPA on a scale of 10 point in qualifying degree from a recognized University/ Institute with 8 years relevant experience in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) or Equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in CS Engineering or equivalent qualification in appropriate field field with a 60% marks or equivalent 7.0 CGPA on a scale of 10 point in the qualifying degree from a recognized University / Institute with 10 years relevant experience in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) or Equivalent.</p> <p>ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Note: Considering focus on Digitisation of work module, the BoG/Director may add the required skill based on requirement.</p> |
| 8. | Whether age and educational qualifications prescribed for direct | Age : No Qualification : Yes |

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| | recruits will apply in the case of promotes | |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | <p>i) Direct Recruitment: 50%</p> <p>ii) LDE: 25%</p> <p>iii) DPC: 25%</p> <p>N.B – failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | <p>LDE : Open to the Technical Officer who have rendered at least 05 years of regular clean service in Pay Matrix Level-11 (Pre-revised PB:3 GP Rs.6600) in IIT Jammu.</p> <p>DPC: Open to the Technical Officer who have rendered at least 08 years of regular clean service in Pay Matrix Level-11 (Pre-revised PB:3 GP Rs.6600) in IIT Jammu.</p> <p>By Deputation / Transfer on Deputation / on contract basis:</p> <p>(i) A person holding analogous post, or</p> <p>(ii) Having 05 years relevant experience in Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600).</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Technical Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Band & Grade Pay | Level-10 (Pre-revised PB:3 GP Rs.5400) After Five years of service as Technical Officer with Level-10 (Pre-revised PB:3 Rs.5400) an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Matrix level 11 (Pre-revised GP Rs.6600) and designated as Technical Officer (SS) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 45 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential:</p> <p>i) Master Degree in (Mechanical Engineering/Electrical Engineering/ Civil/ Material Science & Engineering/Physics/Chemistry or equivalent) qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience in the relevant field at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p style="text-align: center;">OR</p> <p>ii) Bachelor's Degree (four years) or equivalent qualification in appropriate field (Mechanical Engineering/Electrical Engineering/ Civil/ Material Science & Engineering/Physics/Chemistry or equivalent) with a minimum of 60% marks in the qualifying degree from a recognized University / Institute with five years relevant experience at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p style="text-align: center;">OR</p> <p>iii) Three years Diploma in Engineering or equivalent in appropriate field (Mechanical Engineering/Electrical Engineering/ Civil/ Material Science & Engineering/Physics/Chemistry or equivalent) (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and six years relevant experience at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word,</p> |

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| | | Excel, Power-point or equivalent is a must. Note: Considering focus on Digitisation of work module, the BoG/Director may add the required skill based on requirement. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Age : No Qualification : Yes |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts. | (i) Direct Recruitment: 50% (ii) LDE: 25% (iii) Promotion: 25% |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | LDE: B.E / B.Tech / M.Sc. / MCA in relevant branch with 5 years of experience as Senior Laboratory Officer in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600). DPC: B.E / B.Tech / M.Sc. / MCA in relevant branch with 8 years of experience as Senior Laboratory Officer in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600). N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Shortlisting Committee to be constituted for the purpose. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Senior Laboratory Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Band & Grade Pay | Level-7 (Pre-revised PB:2 GP Rs.4600) |
| 5. | Whether selection or non-selection post | Non Selection |
| 6. | Age limit for direct recruits | Not Applicable |
| 7. | Educational and other qualifications required for direct recruits | Not Applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | No |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | (i) LDE: 50% (ii) DPC: 50% |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | By LDE: Open to the Laboratory Officer of IIT Jammu who have rendered at least 05 years of regular clean service in Pay Matrix level 6 (Pre-revised PB:2 GP Rs.4200) in IIT Jammu. By DPC: From existing Laboratory Officer of IIT Jammu with at least 08 years of regular clean service in Pay Matrix level 6 (Pre-revised PB:2 GP Rs.4200)in IIT Jammu. N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Laboratory Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Band & Grade Pay | Level-6 (Pre-revised PB:2 GP Rs.4200) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 35 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential:</p> <p>(i) Master Degree in Engg./Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 05 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science (Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 06 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 06 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</p> |

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| | | ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Age : No Qualification : Yes |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts. | i) Direct Recruitment: 50% ii) LDE: 25% iii) DPC: 25% |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | LDE: Open to the Laboratory Assistant of IIT Jammu who have rendered at least 05 years of regular clean service in Pay Matrix level 5 (Pre-revised PB:1 GP Rs.2800) and above in IIT Jammu. DPC: From existing Laboratory Assistant of IIT Jammu with at least 08 years of regular clean service Pay Matrix level 5 (Pre-revised PB:1 GP Rs.2800) and above in IIT Jammu. N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Laboratory Assistant |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group C |
| 4. | Pay Band & Grade Pay | Level-5 (Pre-revised PB:1 GP Rs.2800) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 33 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential</p> <p>(i) Master's Degree in Engg./Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 01 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 02 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Science(Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> |

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| | | <p>ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Note: Considering focus on Digitisation of work module, the BoG/Director may add the required skill based on requirement.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

CONSTRUCTION & MAINTENANCE CADRE

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| 1. | Name of the Post | Institute Engineer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 13 (Pre-revised PB-4: GP Rs.8700) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Preferably below 55 years |
| 7. | Educational and other qualifications required for direct recruitment | <p><u>Essential:</u></p> <p>(i) Master degree in the appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 60% marks in the qualifying degree.</p> <p>(ii) At least 15 years relevant experience out of which at least 06 years as Executive Engineer or equivalent post in the Pay Matrix Level 12 (Pre-revised PB-3 GP Rs.7600) or above.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 60% in the qualifying degree.</p> <p>(ii) At least 15 years relevant experience out of which at least at least 08 years as Executive Engineer or equivalent post in the Pay Matrix Level 12 (Pre-revised PB-3 GP Rs.7600) or above.</p> <p><u>Desirable:</u></p> <p>(i) Experience in the line of coordination & supervision of construction and maintenance of civil works (including Public Health) in Public works Department.</p> <p>(ii) Knowledge of Estate matters & public premises act / rules are desirable.</p> <p>(iii) Preference will be given to those who have at least 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not Applicable |
| 9. | Period of probation, if any | Two years |

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| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment-100% NB: failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p><u>By Deputation or on Contract</u></p> <p>(i) A person holding analogous post, or</p> <p>(ii) Possessing educational qualification and experience as prescribed in Col. 07.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Dept. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Executive Engineer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: GP Rs.7600) After 5 years of service, the incumbent will be assessed by DPC and moved to Pay Matrix Level 13 (Pre-revised PB-4: GP Rs.8700) and designated as Executive Engineer (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Preferably below 50 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential Qualifications & Experience</p> <p>Master's Degree in the appropriate branch of Engineering/ Technology or equivalent from Recognized university/ Institute with minimum 60% marks in the qualifying degree and at least 10 years relevant experience out of which minimum 05 years as Assistant Executive Engineer or equivalent post handling Construction Execution and Construction Project Management in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/6600) or equivalent pay structures.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in the appropriate branch of Engineering/ Technology or equivalent from a recognized University/ Institute with minimum 60% in the qualifying degree and at least 12 years relevant experience out of which minimum 05 year as Assistant Executive Engineer or equivalent post handling Construction Execution and Construction Project Management in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/6600) or equivalent pay structures.</p> <p>Desirable:</p> <p>i) Experience of coordinating with multidisciplinary planning consultants, architects, MEP, consultants and construction agencies projects above Rs 50 crores or equivalent in electrical.</p> <p>ii) Knowledge of AutoCAD and Project Management Software tools or equivalent in electrical.</p> <p>iii) Experience of planning and execution of Civil works preparing, estimates Construction Management of large projects tools or equivalent in electrical.</p> <p>iv) Supervision of construction and maintenance of Civil works in CPWD, State</p> |

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| | | PWD, Semi Government, PSU, Autonomous organization, University, IITs, NITs, Institute of National importance or any reputed private organization and should have knowledge of CPWD rules/manual or equivalent in electrical. v) Preference will be given to those who have minimum 60% marks in all boards/ University examination. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Age: Yes Qualification: No |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | i) Direct Recruitment: 50% ii) LDE: 25% iii) DPC: 25% NB: failing which by on Deputation / Transfer on Deputation / on contract basis. |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open to the Assistant Executive Engineer who have rendered at least 5 years of regular clean service in Pay Matrix Level 10 (Pre-revised PB-3: GP Rs.5400) in IIT Jammu DPC: Open to the Assistant Executive Engineer who have rendered at least 8 years of regular clean service in Pay Matrix Level 10 (Pre-revised PB-3: GP Rs.5400) in IIT Jammu. Deputation/Transfer on Deputation/on contract basis: i) Bachelor's Degree or equivalent in Engineering (Civil Engineering) from a recognized university/ Institute minimum 60% marks. ii) A person holding analogous post, or having least 05 years relevant experience in Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) at the level of Assistant Executive Engineer Officers under Central/ State Governments/ Universities/ Recognized Research Institutes of National Importance. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Assistant Executive Engineer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) After 5 years of service, the incumbent will be assessed by DPC and moved to Pay Matrix Level 11 (Pre-revised PB-3: GP Rs.6600) and designated as Assistant Executive Engineer (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential Qualifications & Experience</p> <p>Master Degree or equivalent in Engineering (Civil Engineering/ Electrical Engineering) from a recognized university/ Institute with minimum 60% marks. Atleast 03 years' experience as Assistant Engineer or equivalent post in relevant field at the Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent pay structures.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree or equivalent in Engineering (Civil Engineering/Electrical Engineering) from a recognized university/ Institute with minimum 60% marks. Atleast 05 years' experience as Assistant Engineer or equivalent post in relevant field at the Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent pay structures.</p> <p>Desirable:</p> <p>i) Experience of coordinating with multidisciplinary planning consultants, architects, MEP, consultants and construction agencies projects above Rs 25 crores or equivalent in electrical.</p> <p>ii) Knowledge of AutoCAD and Project Management Software tools equivalent in electrical.</p> <p>iii) Experience of planning and execution of Civil works preparing, estimates Construction Management of large projects tools equivalent in electrical.</p> <p>iv) Supervision of construction and maintenance of Civil works in CPWD, State PWD, Semi Government, PSU, Autonomous organization, University, IITs, NITs, Institute of National importance or any reputed private organization and should have knowledge of CPWD rules/manual</p> |

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| | | equivalent in electrical. v) Preference will be given to those who have minimum 60% marks in all boards/ University examination. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Age : No Qualification : Yes |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment - 50% LDE-25% DPC-25% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open to the Asstt. Engineer of IIT Jammu with at least 05 years of regular clean service in Pay Matrix Level 8 (Pre-revised PB-2: GP Rs.4800) in IIT Jammu or Jr. Engineer of IIT Jammu who have rendered at least 08 years of experience in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. DPC: Degree in Engineering in relevant branch with 8 years of experience as an Assistant Engineer in Pay Matrix Level 8 (Pre-revised PB-2: GP Rs.4800) in IIT Jammu. Qualifications & Experience for candidates on deputation: i) Bachelor's Degree or equivalent in Engineering (Civil Engineering/ Electrical Engineering) from a recognized university/ Institute minimum 60% marks. ii) A person holding analogous post, or having least 05 years relevant experience in Pay Matrix Level 8 (Pre-revised PB-2: GP Rs 4800) at the level of Assistant Engineer Officers under Central/ State Governments/ Universities/ Recognized Research Institutes of National Importance. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Assistant Engineer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 8 (Pre-revised PB-2: GP Rs.4800) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 40 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>A) Assistant Engineer (Civil)</p> <p>Essential Qualifications & Experience</p> <p>Master Degree or equivalent in Civil Engineering from a recognized University/Institute with minimum 60% marks and atleast 01 year experience as Junior Engineer (civil) or equivalent post in pay Matrix Level 6 (Pre-revised PB: 2GP Rs 4200) or equivalent pay structure. The experience in execution and supervision of construction projects.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Civil Engineering from a recognized University/ Institute with minimum 60% marks and atleast 03 year experience as Junior Engineer (civil) or equivalent post in pay Matrix Level 6 (Pre-revised PB: 2GP Rs 4200) or equivalent pay structure. The experience in execution and supervision of construction projects.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Civil Engineering or equivalent in appropriate field (after 10+2) with minimum 60% marks from a recognized University/ Institute and atleast 05 years' experience as Junior Engineer (civil) or equivalent post in pay Matrix Level 6 (Pre-revised PB: 2GP Rs 4200) or equivalent pay structure. The experience in execution and supervision of construction projects.</p> <p>Desirable:</p> <p>i) Knowledge of AutoCAD and Project Management Software tools.</p> <p>ii) Preference will be given to those who have minimum 60% marks in all boards/ University examination.</p> <p>iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must.</p> |

iv) Supervision of construction and maintenance of Civil works in CPWD, State PWD, Semi Government, PSU, Autonomous organization, University, IITs, NITs, Institute of National importance or any reputed private organization and should have knowledge of CPWD rules/manual.

(B) Assistant Engineer (Electrical)

Essential Qualifications & Experience

Master Degree or equivalent in Electrical Engineering from a recognize University/ Institute with minimum 60% marks with atleast 01 year experience as Junior Engineer (Electrical) or equivalent post in Pay Matrix Level 6 (Pre-revised PB: 2 GP Rs 4200) or equivalent pay structure.

OR

Bachelor's Degree in Electrical Engineering from a recognize University/ Institute with minimum 60% marks with atleast 03 year experience as Junior Engineer (Electrical) or equivalent post in Pay Matrix Level 6 (Pre-revised PB: 2 GP Rs 4200) or equivalent pay structure.

OR

Three years Diploma in Electrical Engineering or equivalent in appropriate field (after 10+2) with minimum 60% marks from a recognize University/ Institute. At least 05 year experience as Junior Engineer (Electrical) or equivalent post in Pay Matrix Level 6 (Pre-revised PB: 2 GP Rs 4200) or equivalent pay structure.

Desirable:

i) Knowledge of AutoCAD and Project Management Software tools.

ii) Preference will be given to those who have minimum 60% marks in all boards/ University examination.

iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must.

iv) Supervision of construction and maintenance of Electrical works in CPWD, State PWD, Semi Government, PSU, Autonomous organization, University, IITs, NITs, Institute of National importance or any reputed private organization and should have knowledge of CPWD rules/manual.

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| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Age : No Qualification : Yes |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment - 50% LDE-25% DPC-25% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open to the Junior Engineer of IIT Jammu with at least 05 years of regular clean service in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. DPC: Degree/Diploma in Engineering in relevant branch with 8 years of experience in IIT Jammu as a Junior Engineer in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200). |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Junior Engineer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 6 (Pre-revised PB-2: GP Rs.4200) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Junior Engineer (Civil) Essential Qualifications & Experience Master Degree or equivalent in Civil Engineering from a recognized University/ Institute with minimum 60% marks and atleast 01 year experience in Execution and Construction of Civil work or Construction Management.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree in Civil Engineering from a recognized University/ Institute with minimum 60% marks and atleast 02 year experience in Execution and Construction of Civil work or Construction Management.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Civil Engineering or equivalent in appropriate field (after 10+2) with minimum 60% marks from a recognized University/ Institute and atleast 03 years' experience in Execution and Construction of Civil work or Construction Management.</p> <p>Desirable:</p> <p>i) Should have knowledge of CPWD rules or</p> <p>ii) Preference will be given to those who have minimum 60% marks in all Boards/ University examination.</p> <p>iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must.</p> <p>iv) Computer literacy and experience of working with computer office literacy.</p> <p>v) Experience of having worked with large projects.</p> <p>Junior Engineer (Electrical) Essential Qualifications & Experience Master Degree or equivalent in Electrical Engineering from a recognized University/ Institute with minimum 60% marks and atleast 01 year experience in Execution and Construction of Electrical work or Construction Management.</p> <p style="text-align: center;">OR</p> |

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| | | <p>Bachelor's Degree in Electrical Engineering from a recognized University/ Institute with minimum 60% marks and atleast 02 year experience in Execution and Construction of Electrical work or Construction Management.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Electrical Engineering or equivalent in appropriate field (after 10+2) with minimum 60% marks from a recognized University/ Institute and atleast 03 years' experience in Execution and Construction of Electrical work or Construction Management.</p> <p>Desirable:</p> <p>i) Should have knowledge of CPWD rules.</p> <p>ii) Preference will be given to those who have minimum 60% marks in all Boards/ University examination.</p> <p>iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, PowerPoint or equivalent is a must.</p> <p>iv) Computer literacy and experience of working with computer office literacy.</p> <p>v) Experience of having worked with large projects.</p> <p>vi) Knowledge of Air Conditioning.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not Applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

LIBRARY CADRE

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| 1. | Name of the Post | Librarian |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 14 (Pre-revised PB-4: GP Rs.10000) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Preferably below 55 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Ph.D. degree in a relevant discipline directly relevant to Library science/ Information Science/ Documentation.</p> <p>(ii) Master degree in Library Science/Information Science/ Documentation with 60% marks and above or with CGPA of 6.5 in 10 point scale or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>(iii) Bachelor's degree in any discipline with 60% marks and above or with CGPA of 6.5 in 10 point scale.</p> <p>Experience</p> <p>(i) Holding analogous post</p> <p>(ii) Atleast 10 years' experience as Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library atleast 3 years being spent on a post in Pay Matrix level 13 (Pre-revised PB-3: AGP Rs.8000) or an equivalent post.</p> <p>(iii) Evidence of innovative library service and organization of published work and ICT modernization of Library.</p> <p>(iv) Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with a Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.</p> <p>(v) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable</p> <p>Preference will be given to those who have atleast 60% marks in all boards/ University</p> |

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| | | examination. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Deputy Librarian |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: AGP Rs.7600) After 5 years of service, the incumbent will be assessed by DPC and moved to Pay Matrix Level 13 (Pre-revised PB-4: GP Rs.8700) and designated as Deputy Librarian (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 50 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree in Library Science/ Information Science/ Documentation with 60% marks and above or with CGPA of 6.5 in 10 point scale or an equivalent grade with a consistently good academic record an 08 years relevant experience out of which 05 years as Assistant Librarian / College Librarian etc.</p> <p>(ii) Bachelor's degree with 60% marks and above in any discipline.</p> <p>(iii) Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with a Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.</p> <p>(iv) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable</p> <p>Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Age: Not applicable Educational qualification: Yes |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 50% DPC: 50% N.B.- failing in direct recruitment, by on Deputation / Transfer on Deputation / on contract basis. |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or | DPC: Assistant Librarian with regular service of atleast 08 years with relevant experience out of which atleast 3 years should be with Pay |

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| | absorption to be made | matrix Level 11 (Pre-revised PB-3: GP Rs.6600) and working performance record (APAR) in IIT Jammu. Deputation (including short term contract): a) i) holding analogous post or; ii) 10 year of experience at the level of Assistant Librarian in pay matrix level 10 or in combination of pay matrix level 10 and pay matrix level 11 or its equivalent b) Possessing educational qualification as prescribed in row 7. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Assistant Librarian |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Pay Level 10 (Pre-revised PB-3: AGP Rs.6000) After 5 years of service, the incumbent will be assessed by DPC and moved to Pay Matrix Level 11 (Pre-revised PB-3: GP Rs.6600) and designated as Assistant Librarian (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master's Degree in Library Science /Information Science / Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service and minimum 03 years of relevant experience of working in Institute/University/Central Government organization in the Pay Matrix Level 7/ Level 8 as per 7th CPC (Pre-revised PB-2: GP Rs.4600/4800) or equivalent.</p> <p>(ii) Bachelor's degree with 60% marks and above in any discipline and;</p> <p>(iii) Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with a Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.</p> <p>(iv) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable</p> <p>i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> |

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| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 50% LDE: 25% DPC: 25% N.B.- failing in direct recruitment, by on Deputation / Transfer on Deputation / on contract basis. |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open for Library Information Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600) in IIT Jammu. DPC: Master degree in Library Science / Information/ Documentation with 60% marks and above and 8 years of experience as Library Information Officer in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600) in IIT Jammu. Deputation: Officers from the Central / State Government of Institutes of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification and experience as prescribed in row 7 above. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Library Information Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 7 (Pre-revised PB-2: GP Rs.4600) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 50% DPC: 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open for Jr. Library Information Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. DPC: 8 years of experience as Jr. Library Information Officer in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Junior Library Information Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 6 (Pre-revised PB-2: GP Rs.4200) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master's Degree in Library Science /Information Science / Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service with 03 years of relevant library experience in a reputed library.</p> <p style="text-align: center;">OR</p> <p>Bachelor degree in Library Science /Information Science / Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service with 05 years of relevant library experience in a reputed library.</p> <p>(ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power- point or equivalent is a must.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) Knowledge in Library Automation activities.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |

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| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

SPECIALIST/ Ex-CADRE POSTS

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| 1. | Name of Post | Internal Audit Officer (On Deputation) |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level-12 (Pre-revised PB:3 GP Rs.7600) |
| 5. | Whether selection or non-selection post | Not Applicable |
| 6. | Age limit for direct recruits | Not Applicable |
| 7. | Educational and other qualifications required for direct recruits | Not Applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not Applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | Deputation |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | Deputation Officers belonging to Audit and Accounts Services or other similar organised Services in Central/ State Govt., holding analogous posts on regular basis with 03 years regular service in Pay Matrix Level 11 (Pre-revised PB:3 GP Rs.6600) or with 05 years regular service in Pay Matrix Level 10 (Pre-revised PB:3 GP Rs.5400) |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Institute Students Coordinator Counsellor/ Outreach |
| 2. | Number of posts | As per sanctioned strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) After 5 years of service, the incumbent will be moved to Pay Matrix Level 11 (Pre-revised PB:3 GP Rs.6600) after assessment by DPC and will be designated as Student Counsellor and Students Outreach Coordinator (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master's degree in Psychology with specialization in Clinical Psychology/ Counselling Psychology and Graduation in Psychology with at least 60% marks or equivalent CGPA on a scale of 10-point scale from a recognized University/ Institute.</p> <p>(ii) At least 04 years of experience in psychological counselling in a clinical, medical or academic institution of repute, of which at least 1 year is clinical experience in a mental health center.</p> <p style="text-align: center;">Or</p> <p>(iii) M.Phil. (of duration of 2 years) in Clinical Psychology with at least 55% marks from a Rehabilitation Council of India 4 (RCI) recognized University/Institute.</p> <p>(iv) At least 02 years of experience in psychological counselling in a clinical, medical or academic institution of repute.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have at least 60% marks in all boards/ University examinations.</p> <p>(ii) Additional qualification in Mental Health or Counselling.</p> <p>(iii) Good oral, written skills, ability to communicate adequately</p> |

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| | | with diverse community of students, and staff member. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% N.B.-Failing which by on Deputation/ Transfer on deputation/ on Contract basis. |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Career Development Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) After 5 years of service, the incumbent will be moved to Pay Matrix Level 11 (Pre-revised PB:3 GP Rs.6600) after assessment by DPC and will be designated as Career Development Officer (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | Essential B.E./ B.Tech with 60% marks and above and Master's degree in any discipline with 60% marks and above or equivalent grade point average with relevant experience of twelve years after the qualifying degree out of which 06 years should be in a substantive post in the Pay Matrix Level-7/8 [pre-revised GP of Rs. 4600/4800] and above or equivalent, handling recruitment or placement. Desirable (i) Require good oral, written skills, ability to communicate adequately with diverse students and employ population. (ii) Preference will be given to those who have atleast 60% marks in all boards/ University examination. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% N.B.-Failing which by on Deputation/ Transfer on deputation/ on Contract basis. |

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| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 subsection (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Training & Placement Officer/ Junior Career Development Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 8 (Pre-revised PB-2: GP Rs.4800) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master's degree in any discipline with 60% marks and above or equivalent grade with atleast 03 years' experience in the Pay Matrix level 5 and above or equivalent including experience in recruitment or placement.</p> <p style="text-align: center;">OR</p> <p>(ii) B.E./ B.Tech with 60% marks and above or equivalent grade with relevant experience of 05 years in the Pay Matrix Level-5 and above [pre-revised GP of Rs. 2800] and above or equivalent, handling recruitment or placement.</p> <p>Desirable</p> <p>(i) Require good oral, written skills, ability to communicate adequately with diverse students and employ population.</p> <p>(ii) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | <p>Direct Recruitment: 100%</p> <p>N.B.-Failing which by on Deputation/ Transfer on deputation/ on Contract basis.</p> |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |

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| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |
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| 1. | Name of Post | Public Relations Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level-10 (Pre-revised PB:3 GP Rs.5400) After 5 years of service, the incumbent will be moved to Pay Matrix Level 11 (Pre-revised PB:3 GP Rs.6600) after assessment by DPC and will be designated as Public Relations Officer (SS). |
| 5. | Whether selection or non-selection post | Not Applicable |
| 6. | Age limit for direct recruits | 45 years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential</p> <p>(i) Master degree in Mass Communication and Journalism or equivalent degree with 60% marks and above or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record from a recognized University/ Institute.</p> <p style="text-align: center;">OR</p> <p>Master Degree in any discipline with 60% marks and above or its equivalent and Post Graduate Diploma in Journalism and Mass communications.</p> <p>(ii) Atleast five years of experience in the centre of any established English Newspaper/periodical, national news agency, radio or television or film media or equivalent experience as Public Relation Officer in a recognized University.</p> <p>Desirable</p> <p>(i) Working knowledge of Computer applications.</p> <p>(ii) Ability to communicate in local languages.</p> <p>(iii) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not Applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or | Direct Recruitment: 100% |

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| | by deputation/ absorption and percentage of the posts | N.B.-Failing which by on Deputation/ Transfer on deputation/ on Contract basis. |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | Not Applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Caretaker-cum-Manager/ Mess Manager |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level-6 (Pre-revised PB:2 GP Rs.4200) After 5 years of service, the incumbent will be moved to Pay Matrix Level 8 (Pre-revised PB:2 GP Rs.4800) after assessment by DPC and will be designated as Caretaker-cum-Manager (SS)/ Mess Manager (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | Essential (i) Degree in Hotel Management or equivalent with 60% marks and above from a recognized University/Institute. (ii) 05 years' experience in hotels/ hostels of Educational Institute/ Guest Houses of Public Sector Undertaking/ Government Organization etc. Desirable Preference will be given to those who have atleast 60% marks in all boards/ University examination. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not Applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not Applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Principal Sports Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: GP Rs.7600) After 5 years of service, the incumbent will be moved to Pay Matrix Level 13 (Pre-revised PB:4 GP Rs.8700) after assessment by DPC and will be designated as Principal Sports Officer (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 50 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree in Physical Education/Sports Science (2 years course) from a recognized University/Institute with 60% marks and above and with 5 years of experience in the rank of Sports Officer in Pay Matrix Level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent and should have represented University/Institute at State/National level and;</p> <p>(ii) Graduate with 60% marks and above in any discipline.</p> <p>(iii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,</p> <p>Desirable</p> <p>(i) Ph. D In relevant discipline will be given preference.</p> <p>(ii) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% NB: Failing which by on Deputation/ Transfer on deputation/ on Contract basis. |
| 11. | In case of recruitment by promotion or by deputation or | Not applicable |

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| | absorption, grades from which promotion or deputation or absorption to be made | |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Senior Sports Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 11 (Pre-revised PB-3: GP Rs.6600) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master degree in Physical Education/Sports Science (2 years course) from a recognized University/Institute with 60% marks and above and with 5 years of experience in the rank of Sports Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP Rs.5400) or equivalent and should have represented University/Institute at State/National level and; Graduate with 60% marks and above in any discipline.</p> <p>(ii) Graduate with 60% marks and above in any discipline.</p> <p>(iii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,</p> <p>Desirable</p> <p>(i) Ph. D In relevant discipline will be given preference.</p> <p>(ii) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% NB: Failing which by on Deputation/ Transfer on deputation/ on Contract basis. |

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| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 subsection (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Sports Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 50% DPC : 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE: Open for Deputy Sports Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 7 and holding master degree with 60% marks and above in Physical Education / Sports Science in IIT Jammu. DPC: Master degree with 60% marks and above in Physical Education / Sports Science with 8 years of experience as Deputy Sports Officer in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600) and above in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Deputy Sports Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 7 (Pre-revised PB-2: GP Rs.4600) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 50% DPC: 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE Open for Asst. Sports Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 6 (Pre- revised PB-2: GP Rs.4200) in IIT Jammu and graduate with Physical Education / Sports Science. DPC Graduate with Physical education/ Sports Science with 8 years of experience as Asst. Sports Officer in Pay Matrix Level 6 (Pre- revised PB-2: GP Rs.4200) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Assistant Sports Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 6 (Pre-revised PB-2: GP Rs.4200) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Bachelor of Physical Education (B.P.Ed) or equivalent with 60% marks and above with 3 years of relevant experience in any recognized Institutions and should have represented University /Institute at State /National level and;</p> <p>(ii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,</p> <p>Desirable</p> <p>Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Senior Security Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 11 (Pre-revised PB-3: GP Rs.6600) After 5 years of service, the incumbent will be moved to in Pay Matrix Level 12 (Pre-revised PB:3 GP Rs.7600) after assessment by DPC and designated as Senior Security Officer (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 25% DPC : 75% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE Open for Security Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 10 (Pre- revised PB-3: GP Rs.5400) in IIT Jammu. DPC Graduate with 8 years of experience as Security Officer in Pay Matrix Level 10 (Pre- revised PB-3: GP Rs.5400) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Security Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>i) Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University/Institute with at least 60% marks in the qualifying degree with 06 years relevant experience.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a recognized University/Institute with at least 60% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years' experience in the Pay Matrix level 7 (Pre-revised PB-2: GP Rs.4600) or its equivalent in the Police or in a big security organization.</p> <p>ii) Should be able to ride motor cycle, motor car and handle fire arms.</p> <p>Desirable:</p> <p>i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute</p> <p>iii) Should be of sound health and active habits.</p> <p>iv) Should be conversant with security rules and procedures to deal with Police and the Public.</p> |

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| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 50% DPC: 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | DPC Open to the Deputy Security Officer who have rendered at least 05 years of regular clean service in IIT Jammu in Pay Matrix Level 7 (Pre-revised PB-2: GP Rs.4600) in the relevant cadre. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Deputy Security/ Fire and Safety Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 6 (Pre-revised PB-2: GP Rs.4200) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 35 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute and 05 years relevant experience.</p> <p>(ii) Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid.</p> <p>(iii) Be able to ride light vehicle / motor cycle and handle fire arms.</p> <p>Desirable</p> <p>(i) Having sound health and active habits, conducting enquires & investigation and managing contacts.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Assistant Security Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group B |
| 4. | Pay Matrix | Level 7 (Pre-revised PB-2: GP Rs.4600) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE: 50% DPC: 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE Open for Assistant Security, fire and safety Officer of IIT Jammu who have rendered atleast 5 Year of regular clean service in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. DPC 10+2 with 8 years of experience as Assistant Security, fire and safety Officer in Pay Matrix Level 6 (Pre-revised PB-2: GP Rs.4200) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|-----|---|---|
| 1. | Name of the Post | Principal Medical Officer (Health Care Administration) |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: GP Rs.7600). After 5 years of service, the incumbent will be moved to in Pay Matrix Level 13 (Pre-revised PB:4 GP Rs.8700) after assessment by DPC and designated as Principal Medical Officer (Health Care Administration) (SS). |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 50 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>(i) Master's Degree in Hospital Administration from a recognized Institution/University or a recognized qualification equivalent thereto</p> <p style="text-align: center;">and</p> <p>(ii) Eight years teaching and/or research experience in Hospital Administration, out of which 05 years of experience in Pay Matrix Level 10 (Pre-revised PB-3: GP Rs.5400) or equivalent pay level.</p> <p>Desirable</p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) P.G. Degree/ Diploma in Hospital Administration.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100%. N.B.- failing which by on Deputation/ Transfer on deputation/ on Contract basis |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p>Deputation</p> <p>(i) Holding analogous post</p> <p>(ii) Having qualification as mentioned in para above.</p> |

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| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |
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| 1. | Name of the Post | Principal Workshop Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 12 (Pre-revised PB-3: GP Rs.7600) After 5 years of service, the incumbent will be moved to in Pay Matrix Level 13 (Pre-revised PB:4 GP Rs.8700) after assessment by DPC and designated as Principal Workshop Officer (SS). |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | 50 Years |
| 7. | Educational and other qualifications required for direct recruitment | <p>(i) M.Tech Degree in Engineering or equivalent qualification in recruits appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with six years relevant experience in pay matrix level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with 05 years relevant experience in pay matrix level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with 07 years relevant experience in pay matrix level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 8 years relevant experience in pay matrix level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> |

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| | | <p>Desirable</p> <p>Ph.D in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in pay matrix level 11 (Pre-revised PB-3: GP Rs.6600) or equivalent.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | <p>Age: No</p> <p>Qualification: Yes</p> |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | <p>(i) Direct Recruitment: 50%</p> <p>(ii) LDE: 50%</p> |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p>LDE</p> <p>Open to the Workshop Officer of IIT Jammu with at least 05 years of regular clean service in Pay Matrix Level 11 (Pre-revised PB-3: GP Rs.6600) in IIT Jammu.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Workshop Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 11 (Pre-revised PB-3: GP Rs.6600) |
| 5. | Whether selection post or non- selection post | Selection |
| 6. | Age limit for direct recruitment | Not applicable |
| 7. | Educational and other qualifications required for direct recruitment | Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees | Not applicable |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | LDE : 50% DPC : 50% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | LDE Open to the Assistant Workshop Officer of IIT Jammu with at least 05 years of regular clean service in Pay Matrix Level 10 (pre-revised PB-3: GP Rs.5400) in IIT Jammu. DPC 8 years of experience as Assistant Workshop Officer in Pay Matrix Level 10 (pre-revised PB-3: GP Rs.5400) in IIT Jammu. |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of the Post | Assistant Workshop Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 10 (Pre-revised PB-3: GP Rs.5400) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 45 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>Essential</p> <p>M.Tech Degree in Mechanical/ Manufacturing/ Production Engineering or equivalent qualification with a minimum of 60% marks and above with 03 years relevant experience at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p style="text-align: center;">OR</p> <p>B.Tech Degree in Mechanical/ Manufacturing/ Production Engineering or equivalent qualification with a minimum of with 60% marks and above with 04 years' experience in relevant field at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Mechanical/ Manufacturing/ Production Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 6 years relevant experience in relevant field at Pay Matrix level 8 (Pre-revised PB: 2 GP Rs 4800) or equivalent.</p> <p>Desirable</p> <p>(i) Experience in operation, repair and maintenance of general purpose and CNC machine, water jet and advanced machine tools.</p> <p>(ii) Proficiency in the use of a variety of computer applications, CAD/CAM/CAE software, Engineering and Machine drawing, CNC programming & Automation.</p> <p>(iii) Preference will be given to those who have atleast 60% marks in all Boards/ University examinations.</p> <p>(iv) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power point or equivalent is a</p> |

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| | | must. |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | Not applicable |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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|----|--|--|
| 1. | Name of the Post | Principal Scientific Officer |
| 2. | Number of posts | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Matrix | Level 14 (Pre-revised PB-4: GP Rs.10000) |
| 5. | Whether selection post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | 55 years |
| 7. | Educational and other qualifications required for direct recruitment | <p>i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science.</p> <p>(ii) ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 13 years experience at Senior group A Position in Govt. Org./Institute and/or equivalent position in reputed Computer Organisation/Industry in areas of systems analysis/ software development / services workflow automation/technology benchmarking/ portals development/ maintenance of equipment, automation.</p> <p>Or</p> <p>BE / B Tech in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 15 years experience at Senior group A Position in Govt. Org./Institute and/or equivalent position in reputed Computer Organisation/Industry in areas of systems analysis/ software development / services workflow automation/technology benchmarking/ portals development/ maintenance of equipment, automation.</p> <p>(iii) One industry certification like CCNP/RHCA/ Azure Administrator Associate or equivalent</p> <p>(iv) Atleast 60% marks or equivalent 7.0 CGPA on a scale of 10 point in all degrees with a consistently good academic background.</p> <p>(v) Preference will be given to candidates with experience at IITs /IISc/ NITs/IIITs.</p> <p>Desirable</p> <p>(i) Proven experience in handling e-Governance / e-Services / portal development / eProcurement is required.</p> <p>(ii) Proven experience with Learning and management tools / LDAP based</p> |

| | | |
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| | | <p>authentication.</p> <p>(iii) Prior experience in program development and scripting for the automation.</p> <p>(iv) Prior experience in portal/intranet development at an Institution level.</p> <p>(v) Prior experience in heterogeneous system administration.</p> <p>(vi) Prior experience in handling Computer Center services / Campus networking services / Identity Management.</p> <p>(vii) Well versed with the latest technologies of the domains having large network of wired and wireless networks. Services requirements for Data, VoIP, and CCTV.</p> <p>(viii) Knowledge of e-Procurement.</p> <p>(ix) Proven experience with Wired and Wi-Fi network design and implementation and capacity planning at Institute level.</p> <p>(x) Experience from HPC / Big Data Cluster / On-Premise Private Cloud infrastructure..</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made | <p><u>By Deputation/Transfer on Deputation/on contract basis</u></p> <p>(i) A person holding analogous post, or</p> <p>(ii) Having 03 years relevant experience in the Pay Matrix Level 13 (Pre-revised PB:4 GP Rs.8700).</p> <p>(iii) Holding qualification as given in point 7 above.</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |

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| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |
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| 1. | Name of Post | Senior Scientific Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Band & Grade Pay | Pay Matrix Level-12 (Pre-revised PB:3 GP Rs.7600) After 5 years of service an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher Pay Matrix level 13 (Pre-revised PB:4 GP Rs.8700) and designated as Senior Scientific Officer(SS) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 50 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential</p> <p>(i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science with 06 years relevant experience in the Pay matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/6600) or equivalent.</p> <p style="text-align: center;">OR</p> <p>(ii) M. Tech Degree in Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm with 60% marks or equivalent 7.0 CGPA on a scale of 10 point in qualifying degree from a recognized University/ Institute with 8 years relevant experience in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) or Equivalent.</p> <p style="text-align: center;">or</p> <p>Bachelor Degree (four years) in Computer Science & Engg./Computer Science/ Electronics Comm./ Electronics Telecomm with 60% marks or equivalent</p> <p>7.0 CGPA on a scale of 10 point in qualifying degree from a recognized University/ Institute with 10 years relevant experience in the Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600) or Equivalent.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Age : No Qualification : Yes |

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| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts | <p>i) Direct Recruitment: 50%</p> <p>ii) LDE: 25%</p> <p>iii) DPC: 25%</p> <p>N.B – failing which by on Deputation / Transfer on Deputation / on contract basis.</p> |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | <p>LDE : Open to the Scientific Officer who have rendered at least 05 years of regular clean service in Pay Matrix Level-11 (Pre-revised PB:3 GP Rs.6600) in IIT Jammu.</p> <p>DPC: Open to the Scientific Officer who have rendered at least 08 years of regular clean service in Pay Matrix Level-11 (Pre-revised PB:3 GP Rs.6600) in IIT Jammu.</p> <p>By Deputation / Transfer on Deputation / on contract basis: (i) A person holding analogous post, or (ii) Having 05 years relevant experience in Pay Matrix Level 10/Level 11 (Pre-revised PB:3 GP Rs.5400/ 6600).</p> <p>N.B.- The eligibility or otherwise of internal candidates to be examined & recommended by the Deptt. / Centre concerned or Scrutiny / Shortlisting Committee to be constituted for the purpose.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

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| 1. | Name of Post | Scientific Officer |
| 2. | Number of Post | As per sanction strength |
| 3. | Classification | Group A |
| 4. | Pay Band & Grade Pay | Level 11 (Pre-revised PB-3: GP Rs.6600) |
| 5. | Whether selection or non-selection post | Selection |
| 6. | Age limit for direct recruits | Preferably below 45 Years |
| 7. | Educational and other qualifications required for direct recruits | <p>Essential:</p> <p>(i) M. Tech (Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm. Or equivalent) Degree with at least 60% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>and</p> <p>5 years of experience as System Administrator or an equivalent post.</p> <p>or</p> <p>B. Tech (Computer Science & Engg./Computer Science/Electronics Comm./Electronics Telecomm. Or equivalent) Degree with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>and</p> <p>8 years of experience as System Administrator or an equivalent post.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Not applicable |
| 9. | Period of probation, if any | Two years |
| 10. | Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts. | Direct Recruitment: 100% |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | <p>Officers from the Central / State Government of Institutes of national importance or Universities / University level Institution or PSU:</p> <p>(i) Holding analogous post, and</p> <p>(ii) Possessing educational qualification and experience as prescribed above.</p> |
| 12. | Composition of Departmental Promotion committee or Selection Committee | Selection by the committee constituted as per section 17 sub-section (11) of Statutes of IIT Jammu or as per IIT Jammu RPN 2021 |

ANNEXURE - I

Norms and Procedures regarding Promotion

Two types of promotional benefits will be available to all the regular employees of the non-faculty categories. One is functional promotion and other one is non-functional promotional i.e. Modified Assured Career Progression scheme (MACPs). For non-functional promotions the norms of Govt. India issued by the Ministry of Personnel, public Grievances and Pension (DOPT) vide circular No.35034/3/2008-Estt. (D) Dated 19.05.2009 will be applicable in Toto. As such no norms will prevail to the extent which is in contradictory to the circular, guidelines and instructions issued by the Govt. of India from time to time. The detailed description in respect of functional promotion is as under:

1. The minimum period prescribed for promotion to the next post in the hierarchy of each cadre has been prescribed in the aforesaid OM.
2. The cut of date for the calculation of minimum period will be 1 April for the current year of the panel year which will also be based according to the financial year prevalent in the country i.e., 1st April to 31st March.
3. The administrative section of the institute will start the process for preparation of panel for ensuing panel year in the month of January and assess the correct position of vacancies in the ensuing financial year (panel year) on the basis of entries recorded in the Established Register, Incumbency Register and Vacancy Register/Reservation Roster Register prescribed by Govt. of India. Keeping in view the current vacancies as well as the vacancies likely to be occurred on account of retirement, promotion in the higher posts of the cadre, vacancies arising out of deputation of more than a year, reduction for deputation expected to return etc. Zone of consideration will be enlarged to the extent. Two additional position, if the clear cut vacancy is less than 20 and five additional position if the clear cut vacancy is more than 20, will be added for preparing the panel.
4. After assessing the vacancies for panel year, the zone of consideration will be decided. Three times of the vacancies (clear cut vacancy + 2 or 5 whatever it may be) in respect of open category candidates and five time (clear cut vacancy + 2 or 5 whatever it may be) in respect of SC/ST candidates will be considered for promotion from the seniority list of the particular cadre.
5. All the process will be got completed at the end of January month and APARS of current 5 years of all those employees will be got ensured by the Administration section in the first week of February month.
6. It is the at most responsibility of administration section to prepare a brief chart of grading/performance index of each employee to be considered for promotion and to place the same along with the photo copies of APARS of last five years before the LDE committee /Departmental Promotion Committee (DPC). In case any adverse remarks are there in the APARS of any employee or the performance score of any employee is below the bench mark criteria prescribed by the Govt. of India or any disciplinary proceedings are pending contemplated during previous five years, a clear cut note to this effect will also attached with the photo copies of APARS so that these comments may easily come in the notice of members of the DPC.
7. The administration section will timely ensure the convening of the LDE/ DPC atleast in the month of March so that the promotional panel may be made effective well from the 1st of April of the panel year. The section will ensure the availability of LDE/ DPC members or alternative members on the scheduled date of convening the LDE/ DPC.
8. The LDE/ DPC will also consider the name of employee who has included in the

panel list but any disciplinary proceedings are pending or employee is under suspension but the recommendations of the LDE/ DPC will be kept in sealed cover. The benefits of promotion will be given to the incumbent after concluding of disciplinary proceedings if he/she is exonerated and the suspension held unjustified. He will be deemed to have been promoted from the date junior was promoted, for the purpose of counting of service in the higher post for eligibility for promotion to the next higher post.

9. Person undergoing minor penalty shall be considered for promotion by the LDC/ DPC which meets after the imposition of the penalty and if he is considered fit for promotion, he may be promoted after the expiry of the currency of the penalty. His seniority should be fixed according to his position in the panel on the basis of which he is promoted. His pay in the promoted post will be fixed with effect from the date of actual promotion and his eligibility service in the promoted post for further promotion will commence from the date of actual promotion.
10. Person on refusal of promotion will lose seniority and will be shown junior to those promoted prior to their subsequent promotion.
11. The provisions of pro-forma promotion and ad-hoc promotion will be as per rules and regulations of Govt. of India.
12. Any contradiction with Govt. of India rules with the norms and procedure regarding promotion, the Govt. of India rules shall prevail.
13. Reference is invited to recruitment rules providing therein sanctioned post of administrative cadre. The administrative cadre provide level from Registrar (Level 14 Post: Senior most post in the cadre) to Senior Assistant (Level 5 Post: Junior most post in the cadre).
 - (a) In this regard, it is apprised that the Institute is presently having 18 no. of sanctioned post of Junior Assistant (Level 3 post). Of the sanctioned post, 15 Junior Assistants are already filled and are in place.
 - (b) Considering the fact that various institutes/ organizations are having Junior Assistant post in the Administrative cadre which serves as a feeder cadre for the post of the Senior Assistant, and the incumbent Junior Assistant (regular / on scale contract) are appointed by the Institute, a need is felt to provide for having a career progression for the incumbent Junior Assistant.
 - (c) The Cadre Recruitment Rule, 2019 (CRR, 2019) of IIT Jammu provides Senior Assistant as lowest level in the Administrative cadre having selection 100% by direct recruitment. To enable on roll Junior Assistants (Level 3) for career advancement, a protection clause may be approved for incorporation in CRR, 2019.
 - (d) In view of the above, following method of recruitment for the post of the Senior Assistant is being proposed against the sanctioned post:-
 - (i) Direct Recruitment: 25%
 - (ii) Limited Departmental Exam (LOE): 50%
 - (iii) Departmental Promotion Committee: 25%
 - (e) LOE will be open to a Junior Assistant having 3 (three) years of service as Junior Assistants. For DPC, Junior Assistant with 5 (five) years of service as Junior Assistant will be eligible. Rest terms and conditions related to LOE / DPC will be same as provided in the recruitment rules.
 - (f) The above method of the recruitment will have a shelf life till any of the present Junior Assistant holds the post (18 in number), after which the method of recruitment for the post of Senior Assistant will be reverted back to 100% by direct recruitment.
 - (g) Further,

- (i) There will no further recruitment on the post of Junior Assistant and Junior library Information assistant.
 - (ii) The minimum qualification will be as prescribed for the post of Senior Assistant.
 - (iii) A post of Junior Assistant (Pay matrix level 3) will cease to exist once the person is selected to the post of Senior Assistant (Pay matrix level 5).
- (h) In addition to above, the maximum age limit for all non-teaching posts (other than level 14 posts) to the employees of Indian Institute of Technology is proposed to be 50 Years.

ANNEXURE - II

| S.No | Cadre | Sanctioned posts* |
|------|---|-------------------|
| 1. | Administrative Cadre | 102 |
| 2. | Technical Cadre | 131 |
| 3. | Construction & Maintenance Cadre | 40 |
| 4. | Library Cadre | 20 |
| 5. | Specialist/ Ex-Cadre Posts(18 inclusive of both technical and administrative) | 26 |
| | Total | 319 |

* As per in principle cabinet approved DPR of 2017 till the end of DPR period which currently stands revised till 2026-27. The overall distribution of positions shall be done as per IIT Jammu growth and operational requirements at the level of Director, IIT Jammu/Chairman BoG, IIT Jammu.
