

# INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Dept.: ESTABL. II

Ref. No.: 20.1.7.IES2 70/44

Date: 27/7/2017

**ADVERTISEMENT NO. E-II/03/2017 (I) IIT JAMMU**

## Walk - In- Interview

Applications are invited from Indian Citizens for the following posts on **purely contract basis** with a consolidated salary as per details mentioned below, initially for a period of three years, extendable by two years, to work at IIT Jammu (J&K):

| Sl. No. | Name of the Posts                                | Consolidated Salary | Age Limit   | Minimum Qualification / Experience   |
|---------|--|---------------------|---|--|
| 01.     | Assistant Registrar<br><br>(02 posts)            | Rs. 60,000/-        | Preferably below 40 years.<br>A retired employees from Central/ States Government organisations/ Autonomous Bodies, aged not more than 62 years may also apply for this post. | <p><b>Essential:</b><br/>A Master degree or its equivalent in any discipline from a recognized University with at least 60% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b><br/>(i) At least five 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&amp;D, student affairs, Finance /Audit &amp; Accounts, Estate Management etc. in the grade pay of Rs. 4600/4800 or equivalent.<br/>(ii) Experience in handling computerized administration / financial matters.<br/>(iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable</b><br/>(i) A degree in Law / Management / Engineering/ Actuarial Science from a recognized University/ Institute.<br/>(ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).</p> |
| 02.     | Senior Assistant (Stenographer)<br><br>(01 post) | Rs. 40,000/-        | Preferably below 35 years. A retired employees from Central/ States Government organisations/ Autonomous Bodies, aged not more than 62 years may also apply for this post.    | <p><b>Essential</b><br/>1. Master Degree in any discipline from recognized university with at least 60% marks in qualifying degree with 01 year experience as Jr. Assistant or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelors Degree in any discipline from recognized university with at least 60% marks in qualifying degree with 03 years experience as Jr. Assistant or equivalent.</p> <p>2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>3. Having minimum speed of 80 wpm stenography and speed of 40 w.p.m. / 35 w.p.m. typing in English and Hindi respectively on computer.</p>  |



| Sl. No. | Name of the Posts  | Consolidated Salary | Age Limit  | Minimum Qualification / Experience   |
|---------|--|---------------------|--|--|
| 03.     | Junior Assistant<br>(Accounts/ Admin.)<br><br>(03 posts) | Rs. 25,000/-        | Preferably below 30 years. A retired employees from Central/ States Government organisations/ Autonomous Bodies, aged not more than 62 years may also apply for this post. | <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>(a) <u>For Administration</u>: Bachelors Degree in any discipline from recognized university with at least 60% marks in qualifying degree.</li> <li>(b) <u>For Accounts</u>: Bachelors Degree in Commerce from recognized university with at least 60% marks in qualifying degree.</li> <li>Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</li> <li>Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.</li> </ol> <p><b>Desirable:</b><br/>Two year relevant experience.</p> |
| 04.     | Junior Assistant<br>(Store Keeper)<br><br>(01 post)      | Rs. 25,000/-        | Preferably below 30 years. A retired employees from Central/ States Government organisations/ Autonomous Bodies, aged not more than 62 years may also apply for this post. | <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>Bachelors Degree in any discipline from recognized university with at least 60% marks in qualifying degree with specific training in store maintenance.</li> <li>Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</li> </ol> <p><b>Desirable:</b><br/>Two year relevant experience.</p>   |
| 05.     | Junior Assistant<br>(Networking)<br><br>(01 post)        | Rs. 25,000/-        | Preferably below 30 years. A retired employees from Central/ States Government organisations/ Autonomous Bodies, aged not more than 62 years may also apply for this post. | <p><b>Essential:-</b></p> <p>B.Tech. / M.C.A. 1<sup>st</sup> class or equivalent in the CSE discipline.</p> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>Two year relevant experience.</li> <li>Good knowledge of Computer Networks.</li> <li>Hands on experience on various security tools.</li> <li>Should have the ability to write program on web application.</li> <li>Working Knowledge of Linux and good communication skill in English.</li> </ul>   |



| Name of the posts                   | Date of Interview     | Time of Reporting for Interview | Venue for Interview   |
|-------------------------------------|-----------------------|---------------------------------|---|
| Assistant Registrar                 | 10.08.2017 (Thursday) | 03:00 p.m.                      | Room No. 239, Block- IV, Committee Room, Applied Mechanic Deptt., IIT Delhi- 110016 |
| Senior Assistant (Stenographer)     | 17.08.2017 (Thursday) | 03:00 p.m.                      |   |
| Junior Assistant (Accounts/ Admin.) | 19.08.2017 (Saturday) | 10:00 a.m.                      |   |
| Junior Assistant (Store Keeper)     |                       |                                 |   |
| Junior Assistant (Networking)       |                       |                                 |   |

**Note:**

- No candidate may be entertained if, he/she reports after the above mentioned time of reporting.
- If the number of candidates for any posts is more than 10, the shortlisting criteria by percentage will be used at the graduate level.
- Please note that this is purely a temporary arrangement and appearance in the Walk-in-Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Jammu.
- No TA/DA will be paid for attending the Interview.
- The candidates who fulfill the above qualifications/experience should report for the Interview at above venue. Please bring your formal application along with Bio-data having complete information regarding educational qualification **indicating percentage of marks** of each examination passed, details of work experience etc. and a recent passport size photograph, along with **Original and attested photocopies of certificates (academic & professional)** addressed to Assistant Registrar (Estt-2), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi <[www.iitd.ac.in](http://www.iitd.ac.in)> (Please see column **Jobs@IITDelhi**, under the heading **non-academic**) > & IIT Jammu <[www.iitjammu.ac.in](http://www.iitjammu.ac.in)>.

*[Signature]*  
27/7/17  
**Asstt. Registrar (E-2)**

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