

INDIAN INSTITUTE OF TECHNOLOGY JAMMU**Advt. No. IIT Jammu/01/2019 (Direct Rectt.)**

Online Applications are invited from the Indian Nationals for filling up for the following posts:-

Sl. No.	Name of the post	Deptt./ Centre/ Section/ Unit	Group	No. of vacancies						Age Limit (as on the last date of Advertisement)	Pay scale
				UR	SC	ST	OBC	PwD	Total		
01.	Registrar [#]	Administration	A	01	-	-	-	-	01	55 Years	L-14 (Rs. 144200-218200)
02.	Sr. Technical Officer/ Scientific Officer	C3I	A	02	-	-	-	-	02	45 Years	L-11 (Rs. 67700-208700)
03.	Assistant Executive Engineer (Civil)	Internal Works Department	A	02	-	-	-	-	02	45 Years	L-10 (Rs. 56100-177500)
04.	Student Counsellor and Students outreach Coordinator	Student Counselling Services	A	01	-	-	-	-	01	40 Years	L-10 (Rs. 56100-177500)
05.	Assistant Registrar (Admn./Accounts/Audit)	Administration	A	01	-	-	01	01 (VH)	03	40 Years	L-10 (Rs. 56100-177500)
06.	Technical Officer	C3I	A	02	-	-	-	-	02	40 Years	L-10 (Rs. 56100-177500)
07.	Training & Placement Officer	Student Welfare	A	01	-	-	-	-	01	40 Years	L-10 (Rs. 56100-177500)
08.	Assistant Engineer (Civil/Electrical)*	Internal Works Department	B	02	-	-	-	-	02	40 Years	L-8 (Rs. 47600-151100)
09.	Junior Superintendent	Administration	B	05	-	-	01	-	06	35 Years	L-6 (Rs. 35400-112400)
10	Junior Technical Superintendant (JTS)**	Technical Cadre posts for Deptts. / Centres	B	10	02	01	05	01 (OH), 01 (HH)	20	35 Years	L-6 (Rs. 35400-112400)
11	Junior Engineer (Civil/Electrical)*	Internal Works Department	B	02	-	-	-	-	02	35 Years	L-6 (Rs. 35400-112400)
12	Caretaker-cum-Manager (Asstt. Hospitality Manager and/or Logistics & PRO)	Guest Houses	B	01	-	-	-	-	01	35 Years	L-6 (Rs. 35400-112400)
13	Senior Laboratory Assistant/ Senior Mechanic (SLA)**	Technical Cadre posts for Deptts. / Centres	C	06	01	-	02	01 (HH)	10	33 Years	L-5 (Rs. 29200-92300)
14	Senior Assistant	Administration	C	04	-	-	01	-	05	33 Years	L-5 (Rs. 29200-92300)

15	Library Assistant	Library	C	01	-	-	-	-	01	30 Years	L-3 (Rs. 21700-69100)
16	Junior Assistant (Administration)	Administration	C	10	02	01	04	01 (VH)	18	30 Years	L-3 (Rs. 21700 - 69100)
17	Junior Assistant (Accounts)										
18	Junior Assistant (Caretaker)										

The post of Registrar is a tenure post for the period of 05 years on Contract/Deputation basis.

* There is one post each for Civil and Electrical.

** Department/Centre-wise breakup of posts of JTS and SLA is as below:

Name of the Department	No. of post of JTS	No. of post of SLA
Electrical Engg.	02	01
Mechanical Engg.	02	01
Civil Engg.	02	01
Computer Science and Engg.	02	01
Chemical Engg.	01	01
Material Science and Engineering	02	01
C3I	03	
Physics	01	01
Chemistry	01	-
Biology	01	
Central Instrumentation Facility	02	01
Humanities and Social Sciences (Language Laboratory)	-	01
Workshop	01	01
Total	20	10

Prescribed Minimum Qualification / Experience:

1. Registrar:

Essential:

Masters degree or equivalent from recognized university in any discipline with at least 60% marks or its equivalent Grade 'B' in the UGC seven point scale and consistently good academic record set out in these regulations.

Essential Experience:

- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- pay matrix of AL-11 (Rs.68900 to Rs.117200) and above **OR** with 8 years of service in the AGP of Rs.8000/- pay matrix of AL-12 (Rs.101500 to Rs.167400) and above including Assistant/ Associate Professor with relevant experience in educational administration/ research establishments.

OR

15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the AGP of Rs.7600/- pay matrix of L-12(Rs.78800 to Rs.209200) and above.

Note: If the applicant is from PSU or any other organization, his/her work experience should match the essential work experience and should also match either GP (6th CPC) or minimum total emolument.

- (ii) Out of the above experience, at least 2 years experience in handling computerized administration / financial matters.

Desirable:

- (i) Consistently good academic record (at least 60% marks in all boards/ University examinations).
- (ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.
- (iii) Experience in educational administration, financial and personnel management.
- (iv) Capacity to lead the coordination of 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.
- (v) Knowledge of computer enabled workflow based administration in a delegated systems.
- (vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).

On Contract/ Deputation basis:

Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance:-

- a) i) Holding analogous post and
ii) With at least 3 years regular service in posts with pay matrix of L-13 (Rs.123100 to Rs.215900) or equivalent; and
- b) Possessing educational qualification as prescribed above.

2. Senior Technical Officer/ Scientific Officer

A) Scientific Officer (Automation and Services)

- (i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science from CFTI/Institute of National Importance. 3 years of experience in areas of systems analysis/ software development / services workflow automation/ technology benchmarking/ portals development/ maintenance of equipment, automation. Preference will be given to candidates with prior relevant experience at IITs / IISc/ NITs/ IIITs.

OR

ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 8 years of experience in areas of systems analysis/ software development / services workflow automation/ technology benchmarking/ portals development/ maintenance of equipment, automation. Preference will be given to candidates with experience at IITs / IISc/ NITs/IIITs.

- (ii) At least 65% marks or equivalent 7.0 CGPA on a scale of 10 point in all degrees with a consistently good academic background.
- (iii) Proven experience in handling e-Governance / e-Services / portal development / e-Procurement is required.
- (iv) Proven experience with Learning and management tools / LDAP based authentication.
- (v) Prior experience in program development and scripting for the automation.
- (vi) Prior experience in portal/intranet development at an Institution level.
- (vii) Prior experience in heterogeneous system administration.

B) Scientific Officer (Identity and Network Administrator)

- (i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science from CFTI/Institute of National Importance. 3 years of experience in areas of networking / software development / maintenance of equipment, automation, or support to research. Preference will be given to candidates with prior relevant experience at IITs / IISc/ NITs/ IIITs.

OR

ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 8 years of experience in areas of networking / software development / maintenance of equipment, automation, or support to research. Preference will be given to candidates with experience at IITs / IISc/ NITs/ IIITs.

- (ii) At least 65% marks or equivalent 7.0 CGPA on a scale of 10 point in all degrees with a consistently good academic background.
- (iii) Prior experience in handling Computer Center services / Campus networking services / Identity Management.
- (iv) Well versed with the latest technologies of the domains having large network of wired and wireless networks. Services requirements for Data, VoIP, and CCTV.
- (v) Knowledge of e-Procurement.
- (vi) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.
- (viii) Experience from HPC / Big Data Cluster / On-Premise Private Cloud infrastructure shall be an added advantage.

3. Assistant Executive Engineer (Civil)

Essential Educational Qualification:

- (i) Master's degree in the Civil Engineering from a recognized university/Institute with at least 60% marks. At least 03 year relevant experience as Engineer in execution and construction of Civil Work; and Construction Management

OR

- (ii) Bachelor's degree in Civil Engineering from a recognized University/ Institute with at least 60% marks. At least 05 years relevant experience as Engineer in execution and construction of Civil Work; and Construction Management, out of which at least 03 years as Junior Engineer in the GP Rs. 4200 pay matrix of L 6 (Rs. 35400-112400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/University/Reputed organisation under State/Central Government or equivalent OR at least 01 year as Assistant Engineer in the GP Rs. 4600 pay matrix of L 7 (Rs. 44900-142400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/University/Reputed organisation under State/Central Government or equivalent.

OR

- (iii) Diploma in Civil Engineering from a recognized University/ Institute with at least 60% marks. At least 07 years relevant experience as Engineer in execution and construction of Civil Work and Construction Management, out of which at least 05 years as Junior Engineer in the GP Rs. 4200 pay matrix of L 6 (Rs. 35400-112400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/University/Reputed organisation under State/Central Government or equivalent OR at least 03 years as Assistant Engineer in the GP Rs. 4600 pay matrix of L 7 (Rs. 44900-142400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/University/Reputed organisation under State/Central Government or equivalent.

Desirable:

- (i) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects above Rs. 25 Crores;
- (ii) Consistently good academic record throughout the career;
- (iii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iv) Proven track record of handling construction projects;
- (v) Experience of working with planning and execution of Civil works, designing and estimation, construction management of large projects etc;
- (vi) Experience in the line of coordination and 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
- (vii) Should have knowledge of CPWD rules/manual.

4. Student Counsellor and Students outreach Coordinator

Essential:

M.A in Psychology and Graduation in Psychology with at least 60% marks from a recognized University / Institute. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

Experience:

- (i) 05 years experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years experience in the post of a regular full time Counsellor, preferably in an Educational/ Counseling Center.
- (ii) Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

Job Requirement:

The job would involve active counseling of students largely in the 16-28 age groups, organizational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Additional qualification in Mental Health or Counseling.

5. Assistant Registrar (Administration / Accounts / Audit)

Essential:

A Master degree or its equivalent in relevant 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. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

Experience:

- (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&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the grade pay of Rs. 4600/4800 pay matrix of L-7 (Rs. 44900-142400)/ L-8 (Rs. 47600-151100) or equivalent.
- (ii) At least one year experience in handling computerized administration / financial matters.

- (iii) Proficiency in the use of variety of computer office applications, e-mail, M.S Word, Excel, Power-point or equivalent is a must.

Desirable

- (i) A degree in Law / Management /Actuarial Science from a recognized University/ Institute.
- (ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).
- (iii) SAS qualified conducted by organized accounts and audit department.

6. Technical Officer (Network/ VCR/ CCTV Telecom Services, System and Services including HPC and Data Centre, Web Programmer)

For System Programmer

- (i) Ph.D. in computer Science/ Computer Science & Engineering/ Applied Science from a recognized University/Institute with at least 60% marks in the degree to Ph.D.
OR
M.Tech. in Computer Science Engineering/ Computer Science/E.E. from a recognized University/Institute with at least 60% marks with 05 years of relevant experience.
OR
B.Tech. / M.Sc. (CS) from a recognized University/Institute with at least 60% marks with 07 years of relevant experience.
- (ii) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record;
- (iii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iv) Strong academic background and work experience with computer systems or computer systems/ applications software (including high-performance computing) or computer networks.

For Web Programmer

- (i) B.Tech / M.Tech / MCA with at least 05 years experience in development of websites, knowledge of PHP / Mysql, CMS is essential.
- (ii) First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record;
- (iii) Strong academic background and work experience in designing & developing web content & management of the same. Should have exposure to open source tools & CMS management.

7. Training & Placement Officer

Essential:

B.E./B.Tech./ Master's degree in any discipline/ M.B.A. or equivalent degree with a minimum of 55% marks or equivalent grade point average with relevant experience of twelve years after the qualifying degree out of which six years should be in a substantive post with GP of Rs. 4600/4800 pay matrix of L-7/8 and above or equivalent, handling recruitment or placement.

8. Assistant Engineer (Civil/Electrical)

Assistant Engineer (Civil)

Essential:

Bachelor's degree in Civil Engineering from a recognized University/ Institute with at least 60% marks. At least 03 year relevant experience as Engineer in execution and construction of Civil Work and Construction Management

OR

Diploma in Civil Engineering or equivalent from a recognized University/ Institute with at least 60% marks. At least 05 years relevant experience as Engineer in execution and construction of Civil works and Construction Management, out of which at least 01 year as Junior Engineer in the GP Rs. 4200 pay matrix of L 6 (Rs. 35400-112400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

Desirable:

- (i) Consistently good academic record throughout the career;
- (ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iii) Computer literacy and experience of working with computer office literacy.

Assistant Engineer (Electrical)

Essential:

Bachelor's degree in Electrical Engineering from a recognized University/ Institute with at least 60% marks. At least 03 year relevant experience as Engineer in execution and construction of Electrical Work and Construction Management

OR

Diploma in Civil or Electrical Engineering or equivalent from a recognized University/ Institute with at least 60% marks. At least 05 years relevant experience as Engineer in execution and construction of Electrical Work and Construction Management, out of which at least 01 year as Junior Engineer in the GP Rs. 4200 pay matrix of L 6 (Rs. 35400-112400) in CPWD/State PWD/Semi Government/PSU/Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

Desirable:

- (i) Consistently good academic record throughout the career;
- (ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iii) Computer literacy and experience of working with computer office literacy.

9. Junior Superintendent

Essential:

- (i) Master Degree in any discipline from recognized university **with** at least 55% marks in qualifying degree **with** 03 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- pay matrix of L-5 (Rs. 29200-92300) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

Bachelors Degree in any discipline from recognized university **with** at least 60% marks in qualifying degree **with** 05 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- pay matrix of L-5 (Rs. 29200-92300) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

- (ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

- (iii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

Desirable:

Higher Degree / PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.

10. Junior Technical Superintendent

Essential:

- (i) Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate discipline with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience in the Grade Pay of Rs. 2800 pay matrix of L-5 (Rs. 29200-92300) or equivalent.

OR

Bachelor's Degree in Science or equivalent in appropriate discipline with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with five years relevant experience in the Grade Pay of Rs. 2800 pay matrix of L-5 (Rs. 29200-92300) or equivalent. (These are only for Physics/ Chemistry/ Biology disciplines)

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate discipline (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in the Grade Pay of Rs. 2800 or equivalent pay matrix of L-5 (Rs. 29200-92300).

- (ii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

11. Junior Engineer (Civil/Electrcial)

Junior Engineer (Civil)

Essential:

- (i) Bachelors Degree or equivalent in Civil Engineering from a recognized university/Institute **with** at least 60% marks in the qualifying degree plus 02 years of relevant experience.

OR

Three years Diploma in Civil Engineering from a recognized university/Institute (after 10+2) **with** at least 60% marks in the qualifying degree plus 03 years of relevant experience.

- (ii) Persons with Mechanical / Air- Conditioning Engineering backgrounds may also be considered subject to requirement.
- (iii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iv) Expertise in using software relevant to the job profile.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iii) Should have knowledge of CPWD rules.

Junior Engineer (Electrical)

Essential:

- (i) Bachelors Degree or equivalent in Electrical Engineering from a recognized university/Institute **with** at least 60% marks in the qualifying degree plus 02 years of relevant experience.

OR

Three years Diploma in Electrical Engineering from a recognized university/Institute (after 10+2) **with** at least 60% marks in the qualifying degree plus 03 years of relevant experience.

- (ii) Persons with Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.
- (iii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iv) Expertise in using software relevant to the job profile.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iii) Should have knowledge of CPWD rules.

12. Caretaker-cum-Manager (Asstt. Hospitality Manager and/or Logistics and PRO)

Essential:

- (i) Degree in Hotel Management or equivalent with 60% marks in the qualifying degree from a recognized University / Institute with minimum 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

13. Senior Laboratory Assistant/ Senior Mechanic

Essential:

- (i) Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate discipline with a minimum of 60% marks in the qualifying degree from a recognized University/Institute.

OR

Bachelor's Degree in Science or equivalent in appropriate discipline with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 2000 pay matrix of L-3 (Rs. 21700-69100) or equivalent.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate discipline (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with two years relevant experience in the Grade Pay of Rs. 2000 pay matrix of L-3 (Rs. 21700-69100) or equivalent.

- (ii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

14. Senior Assistant

Essential:

- (i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year experience as Jr. Assistant or equivalent in the Grade pay of 2000/2400 pay matrix of L-3 (Rs. 21700-69100)/L-4 (Rs.29200 – 92300) .

OR

Bachelor's Degree in any discipline from recognized university with at least 60% marks in qualifying degree with 03 years experience as Jr. Assistant or equivalent in the Grade Pay of 2000/2400 pay matrix of L-3 (Rs. 21700-69100)/L-4 (Rs.29200 – 92300).

- (ii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

15. Library Assistant

Essential:

Bachelor's degree in Library & Info. Science

OR

Diploma in Library & Info. Science with Bachelor's degree in any discipline

OR

Two years relevant Library experience.

Desirable:

Hands-on experience of Computer Applications in a Library of repute.

16. Junior Assistant (Administration)

Essential:

- (i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree

or

Bachelors Degree in any discipline from recognized university with at least 60% marks in qualifying degree.

- (ii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iv) Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:

One year relevant experience.

17. Junior Assistant (Accounts)

Essential:

- (i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree

or

B.Com or equivalent qualification from recognized university with at least 60% marks in the qualifying degree.

- (ii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (iii) Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.

(iv) Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

- (i) One year relevant experience in Finance / Accounts. Exposure and knowledge of using accounting software tools.
- (ii) Knowledge for best practices for compliance of GFR and taxation practices as per Statutes and Acts of IITs.
- (iii) Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

18. Junior Assistant (Caretaker)

Essential:

- (i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree

or

Degree in Hotel Management or equivalent with at least 60% marks in the qualifying degree from a recognized University / Institute
- (ii) At least 02 years relevant experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.
- (iii) Preference will be given to those who have at least 60% marks in all Boards/ University examinations
- (iv) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

GENERAL INSTRUCTIONS:-

- 1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- 2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- 3) Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 4) In addition to the Pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- 5) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- 6) The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60% (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test 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).

- 7) Mentioned age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates. The candidates applying against these reserved posts are required to attach the attested copies of relevant certificates including 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's.
- 8) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.
- 9) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 03 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent may be considered based on their performance by a Committee, on satisfactory services rendered by them.
- 10) Fee of Rs.1000/- (Rupees one thousand only) for Group 'A' and Rs.500/- (Rupees five hundred only) for Group 'B' & 'C' has to be paid through the link provided inside the portal. Once the fee is submitted through the candidates are requested to enter the reference number, payment date and amount in the IIT Jammu recruitment portal. Then only the system would allow the candidate to do final submit. The fee once paid will not be refunded or re-adjusted under any circumstances. **No fee is required for SC/ST, PwD category and Women candidates. This fee is inclusive of GST.**
- 11) The relaxations and concessions for PwDs will be as per current Central Govt. Orders.
- 12) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test /Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test/ Computer Test. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.
- 13) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests / interview. The candidate may submit their applications at Online portal <https://apply.iitjammu.ac.in> in their own interest and refer to any updates, posted their time-to-time.
- 14) Since IIT Jammu is a new developing Institute, IIT Jammu is looking for enthusiastic candidates having work experience in IIT system. The relaxation, if any, for suitable/ deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.
- 15) The Institute will conduct Written Test / Trade Test/ Computer Test for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered.
- 16) Outstation candidates called for Written Test/ Trade Test/ Computer Test for Group 'B' and 'C' posts will be paid 2nd sleeper Class Railway Fare and for Group 'A' posts will be paid 2nd Tier AC Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route. The reimbursement will be made through Demand Draft or the amount admissible may be transferred to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 17) The age of superannuation for all the posts is 60 years, except for Registrar 62 years.
- 18) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 31.01.2019 to 25.02.2019 upto 05:00 p.m.**

- (b) For submission of application through ONLINE MODE, please visit:
<https://apply.iitjammu.ac.in>
- (c) The print out of the ONLINE completed and duly signed application along with prescribed fee paid and all relevant educational and experience certificates **duly self attested** must reach the institute **on or before 04.03.2019 by Post**. The envelope, containing complete application, should be super-scribed as “**Application for the post of _____**” and must be sent to **Registrar, Indian Institute of Technology Jammu, Jagti NH-44, Nagrota, Jammu (Jammu & Kashmir)-181221**.
- (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application along with all relevant supporting documents **duly self attested** THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.
- (e) Candidates who have successfully submitted their applications have to ensure that their name appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the application their name would appear in the list. If there is any discrepancy/query please contact registrar@iitjammu.ac.in within one week from the date of display of the list.
- (f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any postal delay.

Dated: 30.01.2019

Officiating Registrar