



Indian Institute of Technology Jodhpur

Office of Research and Development

Advt. No.: IITJ/R&D(Advt.)/2023-24/23

06 July 2023

Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Institute Project at this Institute. The position is purely temporary, initially for a period of 03 Years, and same extendable but co-terminus with the duration of the project, on a contractual basis with consolidated pay. The requisite qualification, experience and other details are given below:

1.	Project No.	I/SME/20200012
2.	Project Title	SME Development fund
3.	Name of the Project Investigator	Prof. Sangeeta Sahney (Head SME)
4.	Duration for initial appointment	03 Years
5.	Name of the Post	R&D Assistant
6.	Post	01
7.	Consolidate Pay	Rs. 29,200-41,000
8.	Minimum Qualification and Experience	<p><u>Eligibility:</u></p> <ul style="list-style-type: none">• A Graduate degree with a minimum of 60% marks or CGPA 6 out of 10 scale.• At least 02 years of relevant administrative experience in institutions of higher education (In management school/department of IITs, and/or IIMs).• <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none">• Experience of computer system for information processing and retrieval.• Should be well-versed with computer skills (Email, MS Word, Power-Point, Excel).• Should have relevant experience in two or more of the following:<ol style="list-style-type: none">a) MBA & PhD Admissions & conduct of examinations.b) Stores & Purchase Procedure on GeM.c) Work connected with meetings, conference, Co-ordinationd) Est. & Admin. Matters.
09.	Brief description of Project	SME Development project
10.	Job Description	<ol style="list-style-type: none">1. PA will be responsible for the smooth functioning of Admission office and support to Admission Chair.2. PA is responsible to the all- Admission office related works as assigned by Admission Chair and Head/Dean of the school.

11.	Maximum Age	30 Years
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The candidates possessing the requisite qualification and experience should apply through the **ONLINE process up to 20 July 2023**. The candidates are advised to send a soft copy of the application with all relevant documents to recruitment_rnd@iitj.ac.in (*Please mention the advertisement number in the subject line of the email*). *No need to send a hard copy.*

General Instructions to Applicant(s)

1.	The post(s) is purely temporary and contractual for a period of 03 Years and extension based on satisfactory performance, but co-terminus with the duration of the project
2.	Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
3.	Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
4.	Institute reserves the right to: a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time. b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.
5.	The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
6.	Higher initial pay may be given to exceptionally qualified/deserving candidate.
7.	No TA/DA shall be paid to the candidates for attending the interview.
8.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
9.	Canvassing in any form will be a disqualification.
10.	No interim correspondence will be entertained.
11.	No need to send hard copy.

Officer In-charge
Research & Development