

## Advertisement for the Position of Young Professional

Outsource: HR-15

Date: 20 Nov 2023

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on outsource basis:-

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary package
01	Young Professional	30 years	Initially for 06 Months (Extendable based on the performance and requirement)	30000-40000/- per month

### Eligibility Criteria

a) Graduation in any field with at least 60% marks from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.

### Desirable

- a) Masters in Management studies.
- b) 1-2 years of experience in organizing academic events.

### General Instructions:

(i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.

(ii) This is purely a temporary engagement, and selection does not entitle for any claim what-so-ever regularization against any regular post or any vacancy arising in future in this or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.

(iii) The Outsource Agency will be depute the selected candidate at IIT Jammu on outsource basis.

(iv) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.

(v) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.

(vi) The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

(vii) Job Role: Selected candidate is expected to do the following:

- Managing Educational Events, support during the event, working closely with the event organizer, understanding the requirements, and chalking out the finer details.
- Develop comprehensive logistics plans, including venue selection, transportation, accommodation, and scheduling.
- Managing vendors and bill processing.
- Maintain clear and consistent communication with internal teams, vendors, and participants.
- Anticipate and address logistical challenges before and during the event.
- Implement effective solutions to unexpected issues that may arise.
- Compile and Manage data of users who participate in various events.

### Application Submission:

(i) Candidates are required to submit online application latest by **30 Nov 2023** for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.

(ii) Incomplete information shall be summarily rejected.

(iii) Candidates must provide details of 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification (if any).