

## Advertisement for the Position of Senior Technical Assistants

Outsource: HR-17

Date: 01 Dec 2023

Online applications are invited to fill the following posts to work at IIT Jammu on outsource basis: -

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary package
02	Senior Technical Assistant	30 years	Initially for 01 Year (yearly extendable based on the performance and requirement)	40,000-50,000/- per month

### Eligibility Criteria

- (i) Educational: B.Tech (or equivalent) or higher from a Govt. recognized University or Institute.
- (ii) Experience: Three years in managing student related academic activities

### Desirable

- (i) Experience in handling large amount of data, audio video systems, coordination with faculty/staff and managing inventory.

### Job Description

To handle biometric attendance data, classroom maintenance, operations for attendance and examination management.

### General Instructions:

- (i) Candidates should carefully read 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 for 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 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 should bring all the original documents for verification during Test/Interaction.

### Application Submission:

- (i) Candidates are required to submit online application latest by **21 December 2023**
- (ii) For submission of application please visit on <https://apply.iitjammu.ac.in> . This portal accepts applications on behalf of outsource Agency.
- (iii) Incomplete application will be summarily rejected.
- (iv) Candidates must provide details of 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification (if any).