

INDIAN INSTITUTE OF TECHNOLOGY JAMMU**Advt. No. IIT Jammu/01/2017 (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	Total		
01.	Registrar	Administration	A	01	-	-	-	01	55 Years	PB-4 (Rs. 37400-67000) with G.P. of Rs. 10000/-
02.	Institute Engineer	Works Organisation	A	01	-	-	-	01	55 Years	PB-4 (Rs. 37400-67000) with G.P. of Rs. 8700/-
03.	Assistant Librarian	Library	A	01	-	-	-	01	45 Years	PB-3 (Rs. 15600-39100) with AGP of Rs. 6000/-
04.	Sports Officer	Physical Education	A	01	-	-	-	01	45 Years	PB-3 (Rs. 15600-39100) with AGP of Rs. 6000/-
05.	Student Counsellor and Students outreach Coordinator	Student Counselling Services	A	01	-	-	-	01	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
06.	Assistant Registrar (Admn./Accounts/Audit)	Administration	A	04	-	-	01	05	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
07.	Medical Officer NPA	Hospital	A	01	-	-	-	01	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
08.	Security Officer	Security Unit	A	01	-	-	-	01	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
09.	Technical Officer (Network/VCR/CCTV Telecom services, Systems and Services including HPC and Data centre, Web Programmer)	Computer Service Centre	A	01	-	-	-	01	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
10.	Junior Superintendent	Administration	B	02	-	-	-	02	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
11.	Junior Technical Superintendant	Technical Cadre posts for Deptts. / Centre & Works Organisation	B	08	01	-	02	11	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
12.	Junior Engineer									
13.	Asstt. Security & Fire Inspector	Fire Staff	B	01	-	-	-	01	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
14.	Hospital Nurse	Hospital	B	01	-	-	-	01	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-

15.	Asstt. Sports Officer / P.T.I.	Physical Education	B	01	-	-	-	01	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
16.	Caretaker-cum-Manager (Asstt. Hospitality Manager and/or Logistics & PRO)	Guest Houses	B	01	-	-	-	01	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
17.	Mess Manager and/or Asstt. Hospitality and Services Manager	Hostels	B	01	-	-	-	01	35 Years	PB-2 (Rs. 9300-34800) with G.P. of Rs. 4200/-
18.	Assistant Workshop Superintendent	Workshop	A	01	-	-	-	01	40 Years	PB-3 (Rs. 15600-39100) with G.P. of Rs. 5400/-
19.	Senior Laboratory Assistant/ Senior Mechanic	Technical Cadre posts for Deptts. / Centre	C	07	01	-	02	10	30 Years	PB-1 (Rs. 5200-20200) with G.P. of Rs. 2800/-
20.	Senior Assistant (Stenographer)	Administration	C	01	-	-	-	01	30 Years	PB-1 (Rs. 5200-20200) with G.P. of Rs. 2800/-
21.	Senior Assistant		C	01	-	-	-	01	30 Years	PB-1 (Rs. 5200-20200) with G.P. of Rs. 2800/-
22.	Junior Assistant (Administration)		C	11	02	01	04	18	27 Years	PB-1 (Rs. 5200-20200) with G.P. of Rs. 2000/-
23.	Junior Assistant (Accounts)									
24.	Junior Assistant (Caretaker)									

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 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 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as 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 and above.

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

Desirable:

- (i) A degree in Law / Management from a recognized University/ Institute with impeccable record of integrity and performance.
- (ii) Experience in educational administration, financial and personnel management.
- (iii) 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.
- (iv) Knowledge of computer enabled workflow based administration in a delegated systems.
- (v) Knowledge of modern office automation tools for convening and concluding the meetings.

2. Institute Engineer

Essential :

1. (i) Master's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 60% marks in the qualifying degree.
- (ii) At least 13 years relevant experience out of which at least 05 years as Executive Engineer in the Grade Pay of Rs. 6600/- and at least 03 years of regular clean service in Grade Pay of Rs. 7600/- at the level of Superintending Engineer/ Executive Engineer.

OR

- (i) Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 60% in the qualifying degree.
 - (ii) At least 15 years relevant experience out of which at least 05 years as Executive Engineer in the Grade Pay of Rs. 6600/- and at least 03 years of regular clean service in Grade Pay of Rs. 7600/- at the level of Superintending Engineer/ Executive Engineer.
2. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
 3. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

Desirable:

- (i) Experience in the line of coordination & supervision of construction and maintenance of civil works (including Public Health) in Public works Department.
- (ii) At IIT Jammu, the Institute Engineer will also hold the charge of Estate Officer of the Institute and hence knowledge of Estate matters & public premises act / rules are desirable.
- (iii) Should have knowledge of CPWD rules.

3. Assistant Librarian

Essential

1. A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 60% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

2. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
3. Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.

4. Sports Officer

Essential:

- (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
- (ii) Record of having represented the University/College at the Inter-University/ Inter-Collegiate competitions or state and /or national championships.
- (iii) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (iv) Passed the physical fitness test conducted in accordance with these regulations.
- (v) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.

Desirable

Sports Coaching experience.

5. 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:

1. 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.
2. 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.

6. 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 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.

7. Medical Officer

Essential:

1. M.D. or M.S. in an appropriate branch of Medicine with at least 60% marks.

OR

Postgraduate Diploma in an appropriate branch of Medicine with at least 60% marks plus atleast one year experience in a recognized hospital.

OR

M.B.B.S. in an appropriate branch of Medicine with at least 60% marks including completion of compulsory rotatory internship followed by atleast 03 years of experience in a recognized hospital.

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

Desirable:

- (i) The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynaecology & family medicine.
- (ii) The work experience should be in a medical college or large Govt. / private Hospital.

8. Security Officer

Essential

1. Commissioned Officer of Army / Navy / Air Force or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University/Institute with at least 60% marks in the qualifying degree with 06 years relevant experience.

OR

A Bachelor's degree from a recognized University/Institute with at least 60% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years experience in the Supervisory capacity in the Grade Pay of Rs. 4600/4800 or its equivalent in the Police or in a big security organization.

2. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
3. Should be able to ride motor cycle, motor car and handle fire arms.
4. Should be of sound health and active habits.
5. Should be conversant with security rules and procedures to deal with Police and the Public.
6. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable

- (i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.
- (ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.

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

For System Programmer

1. 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.
2. First class or equivalent grade in all university level degrees in respective discipline with a consistently good academic record;
3. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
4. Strong academic background and work experience with computer systems or computer systems/ applications software (including high-performance computing) or computer networks.

For Web Programmer

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

10. Junior Superintendent

Essential

1. Master Degree in any discipline from recognized university **with** at least 60% marks in qualifying degree **with** 03 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- 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/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
3. 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.

11. Junior Technical Superintendent

Essential

1. Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate field 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 or equivalent.

OR

Bachelor's Degree in Science or equivalent in appropriate field 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. (These are only for Physics/ Chemistry/ Biology disciplines)

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (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.

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

12. Junior Engineer

Essential:

- (i) Bachelors Degree or equivalent in Engineering (Electrical / Civil Engineering) from a recognized university/Institute **with** at least 60% marks in the qualifying degree plus 02 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

OR

Three years Diploma in Engineering (Electrical / 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. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

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

13. Asstt. Security and Fire Inspector

Essential

1. Bachelor of Engineering (Fire) from a recognized University/ Institute or equivalent with at least 60% marks in the qualifying degree. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
2. Minimum 05 years experience in Fire Fighting in Civil/ Defence Fire Service Organization / Public Undertaking in the capacity of Sub-Officer or equivalent.
3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

14. Hospital Nurse

Essential:

1. Intermediate (10+2 with Science) or equivalent and must have passed the examination held by the Nursing Council with 03 years course in General Nursing and Mid-wifery with at least 60% marks from recognized Board/ Institute with one year relevant experience in recognized Central/ State hospital. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
2. Registered as A grade Nurse with Nursing Council.
3. Atleast 03 years of relevant experience in a hospital.

Desirable:

B.Sc. (Nursing) from a recognized University/ Institute with one year of relevant experience.

15. Asstt. Sports Officer / P.T.I.

Essential

Graduate with Bachelor in Physical Education (B.Ph. Ed.) or its equivalent with at least 60% marks in the qualifying degree from a recognized University/Institute with at least 02 years of coaching experience in a University/Institute. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

Desirable

- (i) Master of Physical Education with at least one Inter University participation.
- (ii) At least one year experience in Govt. / Autonomous Bodies / or University or College.
- (iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.

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

Essential

1. 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.
2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

17. Mess Manager and/or Asstt. Hospitality and Services Manager

Essential

1. Degree in Hotel Management or equivalent with at least 60% marks in the qualifying degree from a recognized University / Institute **with** at least 05 years relevant 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
2. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

18. Asstt. Workshop Superintendent

Essential

1. M.Tech with 02 years relevant experience or 1st class degree in B.E. or B.Tech with minimum of 04 years experience in relevant field and should have 05 years experience of repair and Maintenance in an Engineering Workshop/ Power House/ Factory and knowledge of Engineering Drawing.
2. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

19. Senior Laboratory Assistant/ Senior Mechanic

Essential

1. Master Degree in Science/Computer Science or B.E/ B.Tech or equivalent qualification in appropriate field 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 field 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 or equivalent.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/Institutewith two years relevant experience in the Grade Pay of Rs. 2000 or equivalent.

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

20. Senior Assistant (Stenographer)

Essential

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.

OR

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.

2. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
3. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
4. 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.

21. Senior Assistant

Essential

1. Master Degree in any discipline from recognized university with at least 60% marks in qualifying degree with 01 year relevant experience as Jr. Assistant or equivalent in Grade Pay of Rs.2000 / 2400.

OR

Bachelors Degree with at least 60% marks with knowledge of computer applications with at least 03 years relevant experience as Jr. Assistant or equivalent in Grade Pay of Rs.2000/ 2400.

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

22. Junior Assistant (Admin.)

Essential

1. Bachelors Degree in any discipline from recognized university with at least 60% marks in qualifying degree. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
3. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:

One year relevant experience.

23. Junior Assistant (Accounts)

Essential

1. B.Com or equivalent qualification from recognized university with at least 60% marks in the qualifying degree. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.
2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.
3. 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:

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

24. Junior Assistant (Caretaker)

Essential

1. Degree in Hotel Management or equivalent with at least 60% marks in the qualifying degree from a recognized University / Institute **with** at least 02 years relevant 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
2. 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.
- 2) Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 3) In addition to the Pay Band / Grade Pay as above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- 4) 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).
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Fee of Rs.200/- (Rupees two hundred only) for Group 'A' and Rs.100/- (Rupees one hundred only) for Group 'B' & 'C' has to be paid through ICICI I-Collect against the Advertisement. The link for which is provided inside the portal. Once the fee is submitted through ICICI I-Collect the candidates are requested to enter the I-Collect 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.

- 9) The relaxations and concessions for Physically Handicapped will be as per current Central Govt. Orders.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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.
- 15) The age of superannuation for all the posts is 60years, except for Medical Officer which is 65 years and for Registrar 62 years.
- 16) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 06.01.2018 to 23.01.2018 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 29.01.2018 by Post**. The envelope, containing complete application, should be super-scribed as **"Application for the post of _____"** and must be sent to **Assistant Registrar (IIT Jammu), Room No. 207/C-20, 2nd Floor, Main Building, Indian Institute of Technology Delhi, New Delhi - 110016.**
- (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 arjammu@admin.iitd.ac.in & registrar@iitjammu.ac.in within one week from the date of display of the list.
- (f) Incomplete application will be summarily rejected.