



Indian Institute of Technology Jodhpur

Office of Research and Development

Advt. No.: IITJ/R&D(Advt.)/2022-23/32

08 August 2022

Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Consultancy Project at this Institute. The position is purely temporary, initially for a period of 01 Year, and extendable but co-terminus with the duration of the project, on contractual basis with consolidated pay. The requisite qualification, experience and others details are given below:

1.	Project No.	IC/OE/GB/20210133
2.	Project Title	M. Tech Executive DCS Program
3.	Name of the Project Investigator	Dr. Gaurav Bhatnagar
4.	Duration for initial appointment	01 Year
5.	Name of the Post	Sr. Project Assistant
6.	Post	01
7.	Consolidate Pay	Rs. 35,400/-+HRA (as per rules)
8.	Minimum Qualification and Experience	<p><u>Essential Qualification:</u> Graduate Degree in Arts/Science/ Commerce or Business Management and 5 years of relevant working experience in institute of national importance.</p> <ol style="list-style-type: none">1. Knowledge of procedures, rules & regulations generally operative in Govt. office or Educational Institute.2. Should have computer literacy and experience of working with computer office applications.3. Hands-on Experience in handling Office Activities. <p><u>Desired Qualification:</u> Graduate Degree in Arts/Science/ Commerce or Business Management and 7 years of relevant working experience in institute of national importance.</p>
09.	Brief description of Project	Online Education related work, handling office work such as management of data and record keeping of funds.
10.	Job Description	Online Education related work, handling office work including management of students data and record keeping related to funds, admissions etc.
11.	Maximum Age	Below 35 Years

The candidates possessing the requisite qualification and experience should apply through the ONLINE process up to **22 August 2022**. 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 01 year, 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