INDIAN INSTITUTE OF TECHNOLOGY JODHPUR
NAGAUR ROAD, KARWAR, JODHPUR- 342030

Advertisement No.: IITJ/Junior Project Assistant**/2024/01**   **Date: 09 April,2024**

ADVERTISEMENT FOR THE POST OF: Junior Project Assistant for the Office of Executive Education

Applications are invited from the Indian nationals for the post of Junior Project Assistant for the Office of Executive Education.

Position(s) /Number of post: Junior Project Assistant for the Office of Executive Education

1.   **Essential Qualification**:

Essential Qualification and Experience:

- Bachelor's degree in Engineering, Computer Science, or MCA with a stellar academic record of 60% or above from a recognized institute.
- Minimum of one year of work experience in "Online Education Program," Executive Education Programs, Continuing Education Programs, or Skill Development Programs.

Job Description:

As a Junior Project Assistant, you will be entrusted with a diverse range of responsibilities. Here's what the role entails:

- Proficiency in office procedures, including drafting, and managing correspondence.
- Experience in one or more of the following areas: maintenance of accounts, processing bills, purchasing procedures, coordinating meetings and conferences, managing admissions and examinations, and familiarity with computer office applications.
- Efficiently handle tasks related to maintaining account ledgers, processing bills, and purchasing procedures.
- Assist in coordinating meetings, conferences, and other project-related activities.
- Support in the admission and conduct of examinations, ensuring smooth processes throughout.
- Proficiently utilize computer office applications to streamline project tasks and enhance productivity.

Maximum Age: 30 Years

1.   **Remuneration**. 30,000/- per month (consolidated)

2.   **Working Days** – 05 days a week (Presence may be required on weekends as per need basis)

3.   **Duration of contract** – Initially for a period of 1 year and extendable up to 3 years on evaluation of satisfactory performance

How to apply:

The candidates are advised to apply online through website URL: https://erponline.iitj.ac.in/CAREER/auth/onlineApplication.htm . The last date of application is **April 24, 2024**. Only Online applications will be accepted.

General Terms and Conditions:

1. Institute reserves the right to terminate the services in case he/she is unable to perform his/her duty to the satisfaction or at any time with one month's notice.
2. No TA/DA shall be admissible for joining the assignment.
3. The office of Executive Education will 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 clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
4. The office of Executive Education reserves the right to:
   a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time.
   b. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the office reserves the right to modify, withdraw or cancel any communication made to the Applicants.
   c. Place a reasonable limit on the total number of candidates to be called for the Interview.

5. No TA/DA shall be paid to the candidates for attending the interview.
6. No correspondence will be entertained from candidates regarding the interview and reasons for not being called for the interview.
7. Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the concerned office shall be final.
9. Certificate in support of experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
10. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for an interview. Verification of documents will be done before the interview.
11. The number of vacancies indicated in the notification is tentative. Institute reserves the right to increase or decrease or NOT to fill any of the posts advertised.