Indian Institute of Technology Jodhpur
Office of Research and Development

Advt. No.: IITJ/R&D(Advt.)/2024-25/042 18 September 2024

Project Recruitment

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

1.	Project No.	S/DPIIT/akt/20230153
2.	Project Title	IP Chair (DPIIT)
3.	Name of the Project Investigator	Prof. Anil Kumar Tiwari
4.	Duration for initial appointment	01 Year
5.	Name of the Post	Secretarial Assistance
6.	Post	01
7.	Consolidate Pay	Rs. 12,500/-
8.	Minimum Qualification and Experience	Eligibility: Class 12 pass. **Desirable Qualification:** Should have known English typing with more than 50 WPM, Basic understanding of MS Word and Excel files
09.	Job Description	To provide secretarial assistance
10.	Brief description of Project	For promotion of Intellectual Property Protection and Management
11.	Maximum Age	Below 30 years
12.	Age Bar	Age will be calculated on the closing date of the online submission of the application. Relaxation in age for the category candidates only would be admissible as per Central Government Rules. Also kindly enclose the Caste Certificate along with the application.

The candidates possessing the requisite qualification and experience should apply through the **ONLINE process** up to **02 October 2024.**

It is mandatory to send the 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). **Without documents, your application will not be considered**. There is no need to send the 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