



Indian Institute of Technology Jodhpur

Office of Research and Development

Advt. No.: IITJ/R&D(Advt.)/2024-25/047

07 October 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:

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| 1. | Project No. | I/RA/20220118 |
| 2. | Project Title | Revenue Account-Office of Executive Education |
| 3. | Name of the Project Investigator | Prof. Atul Kumar, Dean of Academic Affairs |
| 4. | Duration for initial appointment | 01 Year |
| 5. | Name of the Post | Project Assistant |
| 6. | Post | 01 |
| 7. | Consolidate Pay | Rs. 29,200/- |
| 8. | Minimum Qualification and Experience | Eligibility: Bachelor's degree in engineering (B. Tech.) in Computer Science, Electronics and Communication Engineering, IT with 60% or above from a recognized institute with 2 Years relevant work experience (Including one year of work experience in executive programs) Desirable Qualification: More than 02 Years Work Experience in executive/online programs |
| 09. | Job Description | As a Project Assistant, you will be entrusted with a diverse range of responsibilities. Here's what the role entails: <ol style="list-style-type: none">1. Proficiency in office procedures, including drafting, and managing correspondence.2. Experience in one or more of the following areas: managing admissions and examinations and familiarity with computer office applications.3. Efficiently handle tasks related to maintaining account ledgers, processing bills, and purchasing procedures.4. Assist in coordinating meetings, conferences, and other project-related activities.5. Support in the admission and conduct of examinations, ensuring smooth processes throughout.6. Proficiently utilize computer office applications to streamline project tasks and enhance productivity. |

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| 10. | Brief description of Project | Academic and administrative work related to the Executive Education program offered by IIT Jodhpur |
| 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 21 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)

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| 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