



Indian Institute of Technology Jodhpur

Office of Research and Development

Advt. No.: IITJ/R&D/2018-19/20

06 November 2018

Project Recruitment

Candidates of Indian Nationality are invited to appear for the Written Test/Interview for project appointments under the following project. Appointment shall be on contractual basis, initially for a period of 07 Months, 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.	I/COW/20110002
2.	Project Title	Management of Student,s Hostel
3.	Name of the Project Investigator	Puneet Sharma
4.	Duration of the Project	07 Months (Extendable)
5.	Name of the Post	Assistant Project Officer
6.	Post(s)	02
7.	Consolidate Pay	Rs. 26,300/-
8.	Qualification and Experience	<p><u>Eligibility:</u> M. Tech/M.E. Degree with 1st Class and minimum two years experience in the relevant field after the qualifying Degree. OR Master's Degree with 1st Class and minimum three years experience in the relevant field after the qualifying Degree. OR 3-years Bachelor's Degree with 1st Class and minimum five years experience in the relevant field after the qualifying Degree. OR CA, ICWA or CS Certificate and minimum three years experience in the relevant field after the qualifying Degree.</p> <p><u>Desired Qualification :-</u></p> <ul style="list-style-type: none">• Master of Business Administration degree will be preferred.• Proficiency in the use of variety of computer office applications.• Experience of working in Universities, Colleges and other institutions of higher education.

9.	Job Responsibilities	To manage various student's facilities, maintenance of records, handling of functions related to the unit, Liaisoning with other units, secretarial practices with computer applications, and other administrative job functions as assigned by the reporting officers.
10	Age	45 Years

Walk-in Interview: November 15, 2018; Reporting Time - 11.30A.M., Venue - Seminar hall, Department of CSE, IIT Jodhpur, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan.

For any query, please contact through email: office_rnd@iitj.ac.in

How to apply: Interested and eligible candidates may appear for Walk In interview on November 15, 2018. Applicants are required to bring the application along with all relevant self-attested supporting documents.

General Instructions to Applicant(s)

1.	The post(s) is purely temporary and contractual for a period of 07 Months, 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.	The Institute reserves the right to: (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not filling any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.
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.	No TA/DA shall be paid to the candidates for attending the interview.
7.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
8.	Canvassing in any form will be a disqualification.
9.	No interim correspondence will be entertained.
10.	Postal delay will not be entertained.

Officer In-charge
Research & Development