



Indian Institute of Technology Jodhpur

Office of Research and Development

Advt. No.: IITJ/R&D/2019-20/10

19 July 2019

Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Institute 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.	I/OH/20110014
2.	Project Title	Institute R&D Overhead Account
3.	Name of the Project Investigator	Rakesh Kumar Sharma
4.	Duration of the Project	05 Years
5.	Name of the Post	Junior Project Superintendent
6.	Post	01
7.	Consolidate Pay	Rs.16,100/-
8.	Age	Below 35 Years
9.	Minimum Qualification and Experience	<u>Eligibility:</u> 3 Year Bachelor Degree (B.Com/BBA) in Commerce with Minimum 2 years' experience <u>Desirable :</u> Candidate must have a working knowledge of accounting, and good command on accounting software Tally ERP 9.Candidate should also knowledge of Preparation of vouchers, TDS applicability, GST applicability, Bank reconciliation, Payroll management, Email management, MS-Office (Especially of MS-Word, MS-Excel) and Fluent in English

The candidates possessing the requisite qualification and experience should apply through **ONLINE** process up to **29 July 2019**. After the submission of the online application, applicant are required to take the printout of the application and send the application along with all self-attested relevant supporting documents by post to the Institute at the address given below:

Officer In-charge
Office of Research & Development,
Indian Institute of Technology Jodhpur,
NH-65, Nagaur Road,
Karwad,
Jodhpur - 342037, Rajasthan

The envelope should be super scribed with "Advertisement No..... and Application for the Post of"

The application must reach the Institute on or before to **03 August 2019**. Application received after the due date shall not be considered.

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.	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