Indian Institute of Technology Jodhpur
Office of Research and Development

Advt. No.: IITJ/R&D/2019-20/44 13 January 2020

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 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 Overhead Account
3.	Name of the Project Investigator	Dr. Rakesh Kumar Sharma
4.	Duration of Initial Appointment	01 Year
5.	Name of Initial Appointment	Junior Project Assistant
6.	Post	01 Year
7.	Salary Range	Rs.21,700/- +HRA
8.	Minimum Qualification and Experience	Eligibility: i) Graduate Degree/Diploma (three years) ii) Knowledge of Office Procedures, noting, drafting etc. and dealing with correspondence .iii)Should have one year experience in one or more of the following: a) Est. & Admin. Matters b) Maintenance of accounts, priced stores ledgers, processing of bills c) Purchase of stores & Purchase Procedure d) Work connected with meetings, conference, Co-ordination e) Admissions & conduct of examinations f) Knowledge of computers. Desirable Qualification: Minimum 5 years of experience of Office administration in a project hosted at an institute governed by MHRD.
9.	Age	Maximum Age Limit 55 Years
10	Brief description of Project	For office Administration

The candidates possessing the requisite qualification and experience should apply through **ONLINE** process up to **27 *January 2020***. 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** ***February 2020***. 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