



# Indian Institute of Technology Jodhpur

## Office of Research and Development

Advt. No.: IITJ/R&D/2020-21/31

22 October 2020

### 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/SME/20200012
2.	Project Title	SME Development Fund
3.	Name of the Project Investigator	Prof. Atanu Ghosh
4.	Duration for initial appointment	01 Year
5.	Name of the Post	Junior Project Assistant
6.	Post	01
7.	Consolidate Pay(Rs.)	21,700-30,700 *
8.	Minimum Qualification and Experience	<u>Eligibility:</u> <ul style="list-style-type: none"><li>• Graduate Degree/Diploma(3 years)</li><li>• Should have relevant experience in one or more of the following:<ul style="list-style-type: none"><li>a) Est. &amp; Admin. Matters</li><li>b) Maintenance of accounts, priced stores ledgers, processing of bills</li><li>c) Purchase of Stores &amp; Purchase Procedure)</li><li>d) Work connected with meetings, conference, Co-ordination)</li><li>e) Admissions &amp; conduct of examinations</li><li>f) Knowledge of computers</li></ul></li></ul>
9.	Job Description	<ul style="list-style-type: none"><li>• Maintenance of accounts, priced stores ledgers, processing of bills</li><li>• All stores &amp; purchase procedure</li><li>• Admissions &amp; Recruitment process Work connected with meetings, conference, Co-ordination, supervision of office work, all kinds of facilitation for the office of SME &amp; any other works that may be assigned.</li></ul>

The candidates possessing the requisite qualification and experience should apply through the ONLINE process up to **05 November 2020**. The candidates are advised to send a soft copy of the application with all relevant documents to [office\\_rnd@iitj.ac.in](mailto:office_rnd@iitj.ac.in) (Please mention the advertisement number in the subject line of the email). No need to send a hard copy.

\* Please note:- if the committee found the candidate is eligible for increment that may be processed as per the recommendation of the committee.

### **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.	No need to send hard copy.

Officer In-charge  
Research & Development