

Non-Faculty Positions Advertisement in “Times Ascent, The Times of India” date 24th Feb 2021 , “Dainik Jagran” dated 24th Feb 2021 , “Greater Kashmir” dated 24th Feb 2021 and Daily Excelsior dated 24th Feb 2021

Indian Institute of Management Jammu

Web Advertisement for Non-Faculty Positions

Advertisement No : IIMJ/Non- Faculty Rect/2021/01

1. Administrative Officer (Academics/Program) – One Post – (OBC) (Regular/Contract)

Level: 10

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100
(Old Pay Scale: PB-3 Rs.15600-39100 Plus Grade Pay: Rs. 5,400)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) **OR** Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in administration / academic / admission activities out of which 5 years in independently handling these functions preferably in a reputed Academic Institution/ University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred in the Grade Pay of Rs.4600/Rs.4800 is preferred.

Job Profile:

To look after all the administrative / academic / admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chairpersons of respective activities.

2. Administrative Officer (Public Relation & Administration): One Post (General) (Regular/Contract)

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th CPC)

Upper Age Limit: 40 years

Qualification:*Essential:*

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks)

OR

Post-Graduate degree in Public Relations or Journalism or Mass Communication (10+2+3+2) from a reputed University / Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in General Administration, public relations, journalism, mass communication, media management and relations (online, broadcast and print), background in researching, writing and editing publications out of which 5 years in independently handling these functions at Level-8/ Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

- Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public
- Develop PR campaigns and media relations strategies
- Preparing press releases, keynote speeches and promotional material and publications (brochures, videos, social media posts etc.)
- Building positive relationships with stakeholders, media and the public
- Have a creative mind and excellent written and communication skills.
- Confident in public speaking and project management abilities
- Track media coverage, prepare and submit PR reports
- Excellent organizational skills and problem-solving aptitude
- Ability to work well under pressure

3. Finance and Accounts Officer : One Post (General) (Regular/Contract)**Level – 10**

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th CPC)

Upper Age Limit: 40 years

Qualification:*Essential:*

CA/ Cost Accountant or Post-graduate degree in Commerce (10+2+3+2) with minimum 55% Marks.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable

Experience:

Minimum 8 years of experience post-qualification as Accounts Executive in industry/ Govt./Public Sector undertaking, having knowledge of Government financial, accounting, taxation & audit rules and procedures. OR 5 years relevant experience in Level 8/ Level 6 (7th CPC) or Above or equivalent in industry/Govt./Public Sector undertaking. 5 years in independently handling these functions at Level-8/ Level-6.

Job Profile:

A successful applicant is expected to independently manage the Finance and Accounts Office. Responsible for maintenance of accounts, disbursement, investment, statutory auditing, Handling CAG audit preparing budget estimates, and tax and other statutory requirements. Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, GST/TDS tax compliances, filling of TDS/GST returns is must. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Knowledge of Government financial, accounting, taxation & audit rules and procedures is desirable.

. Experience in working in finance and accounts functions in a reputed organization/PSU/Central/State Govt. department and knowledge of General Finance Rules are essential.

To manage the accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems. Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting etc. A successful applicant is expected to manage the Finance and Accounts office. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have thorough knowledge of updated Tally software.

4. Store & Purchase Assistant: One Post (General) (Regular/Contract)**Level: 6****Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7th CPC)****Upper Age Limit:** 40 years**Qualification:***Essential:*

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Desirable:

Degree or diploma in Logistics / Materials Management will have added advantage.

Experience:

Minimum 5 years of post-qualification relevant experience in the purchase department dealing with contracting and tender in a reputed organization/PSU/Central/State Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, Government e-procurement, CPP Portal (Central Public Procurement Portal), Government e-Marketplace

(GeM) and other purchase rules and regulations is essential. Knowledge of Computer operations and applications is mandatory. Knowledge and experience in ERP is desirable.

Job Profile:

Execution and monitoring of all regular purchases, inventory control, co-ordination with all user departments and suppliers, detailed knowledge of tendering process, negotiating best pricing deals, Continuous updating of user requirements, Stock control and maintenance of all stock ledgers. To prepare minutes, comparative sheets etc. in tendering process (Tenders , Request for Proposal / Quotation etc.) To manage the Purchase and stores functions of the Institute, maintain records of goods ordered and received, locate vendors of materials, equipment or supplies, prepare and process requisitions and purchase orders for supplies and equipment, control purchasing department budgets, review purchase order claims and contracts in-line with Institute policy, analyze market and delivery systems in order to assess present and future material availability. Working knowledge of maintaining statutory records related to Store & Purchase. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute.

5. Office Assistant: Two Posts (SC- 1 , EWS – 1) (Deputation/Regular/Contract)

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400
(Old Pay Scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200)

Upper Age Limit: 35 years

Qualification:

Essential:

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Desirable:

Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage.

Experience:

Minimum 5 years of post-qualification relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Job Profile:

To assist the concerned officials of the general administration, purchase, personnel, hostel administration and other Institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary. Any other related works assignment time to time by the competent authority.

6. Junior Engineer (Civil): One Post (General) (Regular/Contract)

Level – 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 35 years

Qualification & Experience:

Bachelor's Degree in civil engineering with 5 years with relevant post-qualification experience. Experience in reputed organization/Govt. department/PSU will be preferred.

Job Profile:

- Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note-sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work. Responsible for all matters connected with the efficient management of the Section.
- To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them.
- To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
- To maintain master rolls, record of work charge establishments and imprest cash accounts properly.
- He will be responsible for keeping account of the measurement books issued to them To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
- To preserve and take care of tools and plants, stock and other sources kept in his charge.
- To submit budget, accounts and prescribed returns, etc. in time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To prepare initial designs for components of projects.
- To submit required progress report regularly for the works under their charge to their superiors.
- Any other function that may be assigned by the Director from time to time.

7. Junior Engineer (Civil): One Post (OBC) (Contract)

Level – 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 35 years

Qualification & Experience:

Bachelor's Degree in Civil engineering with 5 years with relevant post-qualification experience. Experience in reputed organization/Govt. department/PSU will be preferred.

Job Profile:

- Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note-sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work. Responsible for all matters connected with the efficient management of the Section.
- To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them.
- To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
- To maintain master rolls, record of work charge establishments and imprest cash accounts properly.

- He will be responsible for keeping account of the measurement books issued to them To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
- To preserve and take care of tools and plants, stock and other sources kept in his charge.
- To submit budget, accounts and prescribed returns, etc. in time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To prepare initial designs for components of projects.
- To submit required progress report regularly for the works under their charge to their superiors.
- Any other function that may be assigned by the Director from time to time.

8. Sr. Library & Information Assistant - One Post (Regular/Contract)

Level - 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400

Upper Age Limit: 35 years

Qualification and Experience:

Master's Degree (10+2+3+2) in Library Science with 5 years of post-qualification experience in the library department of a reputed Institute/University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working on library software system is essential.

Job Profile:

To assist the Librarian in offering the library services to the Faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. To upkeep Library records and equipments. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

9. IT & Systems Assistant: One Post (Deputation/Regular/Contract) - General

Level – 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400
(Old Pay Scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200)

Upper Age Limit: 35 years

Qualification: B.E/BTech in Computer Science/Information Technology or MCA with at least 60% marks or its equivalent grade and consistently good academic record.

Experience: Minimum of 5 years of experience of post-qualification in maintaining and supporting networks, hardware, software, Internet, e-mail systems, website and related services.

Job Profile: To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and

Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

10. Accountant: One Post (OBC-1) (Regular/Contract)

Level - 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 35 years

Qualification:

Essential:

Post-graduate degree in Commerce (10+2+3+2) with minimum 55% Marks.

Desirable:

Post-Graduate Diploma in Management/MBA (Finance) (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage. Applicants having experience in running finance and accounts office of large educational institutions will have an advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. A successful applicant is expected to independently manage the Finance and Accounts Office. Responsible for maintenance of accounts, disbursement, investment, statutory auditing, Handling CAG audit preparing budget estimates, and tax and other statutory requirements. Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, GST/TDS tax compliances, filling of TDS/GST returns is must.

Experience:

Minimum 5 years of post-qualification relevant experience. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Central/State Govt. department and knowledge of General Finance Rules are essential.

Job Profile:

Preparation of asset, liability, and capital account entries by compiling and analysing account information, Accountable for various financial functions. Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting etc. A successful applicant is expected to manage the Finance and Accounts office. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have thorough knowledge of updated Tally software. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in accounting management software such as Tally/ERP.

11. Upper Divisional Clerk (UDC): Two Posts (UR) (Regular/Contract)

Level – 4

Pay Scale: Rs. 25,500 - 81,100 ; Entry Pay: Rs. 25,500 (7th CPC)

Upper age limit: 35 years.

Qualification:

Essential

Graduate degree in any discipline (10+2+3) with minimum 55% Marks.

Experience:

Minimum 5 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile:

- Record keeping – filing, documentation, entries of departmental incoming / outgoing documents, indexing.
- Drafting/ Typing MoMs / letters / documents as directed by the Supervisory Officer / HoD
- Handling routine documents / registers
- Preparation of IOC for various approvals and processing monthly bills, rents, claims, reimbursements and advance settlement (if any).
- Statutory compliances (if any)
- Draft communications in accordance with the decision on the file.
- Maintenance of departmental Expenditure control register.
- Service Book and Leave management.
- Preparing and processing of vouchers, credit & debit entries, accounts ledgers, Statements, etc.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time

12. Hostel Supervisor Male : One Post – General (Regular/Contract)

Level – 4

Pay Scale: Rs. 25,500 - 81,100 ; Entry Pay: Rs. 25,500 (7th CPC)

Upper Age Limit: 40 years

Essential

A Graduate with minimum 10 years relevant experience in reputed educational institutions

Work Experience and Skills required:

- Mature and passionate about students and education

- Experience in handling emotional, psychological issues of students
- Good administrative & operational skills
- Creative, open to learning and willing to work in the team
- Good knowledge of written and spoken English, Hindi.
- Ability to operate a computer and working knowledge of MS Office.

Job Profile

- Responsibilities of Hostel Supervisor
- Providing ideal care by way, counselling and high standards of safety and livability in the hostel. • Monitor the quality of food being provided in the messes
- To facilitate their holistic development – physical, mental, and intellectual
- Ensure safety and security of all boarders at all times.
- To ensure maintenance of discipline in and around the Hostel
- To ensure an atmosphere of peace and harmony of all the inmates on campus
- To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- To ensure housekeeping and cleaning of the premises
- Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
- Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
- Be a point of contact with parents, who are kept informed by reports and informal contact
- To issue “Outstation form” to students who are going home etc. Collect the filled up form and hence maintain a record of the absence of the students from the campus.
- Liaise with Student Affairs office for distribution of information and documents to students
- To ensure the completion of maintenance activities in time by interacting with the maintenance division. If required escalating the matter at warden or chief warden based on the requirement
- To ensure that the caretakers are reporting in time and doing the assigned duties

13. Hostel Supervisor Female : One Post – OBC (Regular/Contract)

Level – 4

Pay Scale: Rs. 25,500 - 81,100 ; Entry Pay: Rs. 25,500 (7th CPC)

Upper Age Limit: 40 years

Essential

A Graduate with minimum 10 years relevant experience in reputed educational institutions

Work Experience and Skills required:

- Mature and passionate about students and education
- Experience in handling emotional, psychological issues of students
- Good administrative & operational skills
- Creative, open to learning and willing to work in the team
- Good knowledge of written and spoken English, Hindi.
- Ability to operate a computer and working knowledge of MS Office.

Job Profile

- Responsibilities of Hostel Supervisor
- Providing ideal care by way, counselling and high standards of safety and livability in the hostel. • Monitor the quality of food being provided in the messes
- To facilitate their holistic development – physical, mental, and intellectual
- Ensure safety and security of all boarders at all times.
- To ensure maintenance of discipline in and around the Hostel
- To ensure an atmosphere of peace and harmony of all the inmates on campus
- To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- To ensure housekeeping and cleaning of the premises
- Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
- Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
- Be a point of contact with parents, who are kept informed by reports and informal contact
- To issue “Outstation form” to students who are going home etc. Collect the filled up form and hence maintain a record of the absence of the students from the campus.
- Liaise with Student Affairs office for distribution of information and documents to students
- To ensure the completion of maintenance activities in time by interacting with the maintenance division. If required escalating the matter at warden or chief warden based on the requirement
- To ensure that the caretakers are reporting in time and doing the assigned duties

14. Lower Divisional Clerk (LDC): Two Post (UR/OBC) (Regular/Contract)

Level – 2

Pay Scale: Rs. 19,900 – 63,200 ; Entry Pay: Rs. 19,900 (7th CPC)

Upper age limit: 35 years.

Qualification:

Graduate degree in any discipline (10+2+3) with minimum 55% Marks.

Experience:

Minimum 3 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile:

- Central Dak receipt, maintenance of dispatch diary and dispatch work with maintenance of stamp account.
- Keeping note of movement of files passed by HO & Scrutiny of dak received and allotment of letters to different sections with approval of HO.
- Typing of letters assigned by the department Officer.
- Submission of routine and simple drafts.
- Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
- Liaison for appointments, meetings and other engagements
- Duties in respect of recording, indexing, periodical weeding of unwanted papers.
- Preparation, up-keep and maintenance of relevant department registers.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time

15. Electrician - One Post (General) (Regular/Contract)

Level – 2

Pay Scale: Rs. 19,900 – 63,200; Entry Pay: Rs. 19,900 (7th CPC)

Upper age limit: 30 years.

Education Qualification:

Essential -

10+2 as well as 1-year ITI Course or higher duration in the Electrician Trade or Matric with a minimum of 50% marks also 2 years of ITI Certificate in the Electrician Trade

Desirable

Proficiency in Computers with MS Office .

Experience

Post Qualification three Years Minimum in handling electrical Systems and component of any educational Institute. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile

He/she should be able to :

Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components.

Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles.

Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.

General Conditions for Regular Positions:

- Interested candidates may apply online latest by 17th March 2021 furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and paying an application fee of Rs. 590/- through online payment system available at (https://ecollect.jkbank.com/_DirectMerController?instid=E047&mercid=aa99e9a62daf597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622), provide transaction reference number and upload payment receipt. There is no application fee for SC/ST/DAP candidates. Application fee will not be refunded or readjusted under any circumstances. No other mode of payment will be accepted.
 - Only **online application form** will be accepted. Hard copy of application form will not be accepted.
 - Hard copy of application will be accepted only from the candidates belonging to Jammu and Kashmir where Internet services are not functioning on the Government Orders and they can collect application form from IIM Jammu, Old University Campus, Canal Road Jammu. They need to attach Demand Draft of Rs. 590/- with application in favour of IIM Jammu, payable at Jammu.
 - Candidates applying for more than one post should fill in separate online applications furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and pay separate application fee.
 - Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel and should produce a No Objection Certificate from the present employer at the time of interview/ written/ skills test, if called for the same.
 - The Institute reserves the right to reject/accept any candidature without assigning any reason.
 - In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.
 - Higher start in the pay scale may be considered in case of exceptionally deserving candidates.
 - Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview / written/ skills test or/and for his/her selection.
 - The candidate may be offered next lower position in case the candidate is found unsuitable for the position he/she applied for.
 - Candidate may also be considered to be appointed on contract for one /two years in consolidated salary. Contract may be extended based on performance and requirement of the Institute.
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- Cut-off date for determining the age may be kept first day of the month on which the advertisement for the positions is published in the Newspapers / Institute website.

General Conditions for Contractual Positions:

- Compensation would not be a constraint for deserving candidates for contractual position.
 - Compensation would be commensurate with relevant qualification and professional experience and is negotiable.
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Other Conditions:

- Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview/ written/ skills test. Decision of the Institute to call the candidates for interview/ written/ skills test shall be final.
- Higher start in the pay scale may be considered for exceptionally deserving candidates.
- Candidates who are shortlisted for final interview but do not merit appointment to the post applied may be considered for next lower post depending upon their suitability for the lower post.
- The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
- All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview/ written/ skills test, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview/ written/ skills test.
- Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
- No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
- Preference will be given to DAP candidates if found suitable.
- All outstation candidates called for interview for the posts carrying Level-10 and above will be paid shortest II-AC Class Railway Fare from the address to place of interview except local travel at origin place and Jammu on production of proof of travel.
- For the posts carrying Grade Pay lower than Level-8 , outstation SC/ST candidates called for test(s) will be paid shortest Sleeper Class Railway Fare from the mailing address to the place of test / interview except local travel at origin place and Jammu Tawi on production of proof of travel.
- Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for test/interview.
- Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard. Age relaxation will be

given to SC/ST/NC-OBC/DAP/Ex- Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview/ written/ skills test, if called for.

- Canvassing in any form will be a disqualification.
- Only short-listed candidates will be contacted.
- No correspondence will be entertained in relation to this advertisement.
- For all positions, knowledge of computer applications is essential.
- The Institute shall not be responsible for any postal delay
- The Institute reserves the right to fill or not to fill any of or all the posts.
- The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.
- Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.

Mode of Selection:

- For posts of Level 8 & above will be made based on personal interviews.
- For posts in Level 6 and below, the selection will be made based on marks obtained in the prescribed qualification, Written Test and Skill Test.

How to Apply:

- Fill in the application form online by furnishing all required details and paying the application fee of Rs. 590/- through online payment link below:

<https://ecollect.jkbank.com/ DirectMerController?instid=E047&mercid=aa99e9a62d afe 597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622>

- Please address all queries regarding the application to nonfacultyrecruitment@iimj.ac.in / Phone No: 0191-2585837.

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