

NOTIFICATION

Written test for the Non-faculty Positions at Level-8

With reference to the recruitment advertisement dated Advertisement **IIMJ/Advt/Non-Faculty-Rect/2022/05** dated 30th November 2022, respectively for Non-Faculty positions, the schedule for Written test for the Non-faculty Positions at Level-8, is as follows:

Date: 27th May 2023, Saturday

Reporting Time: 7:00 AM to 8:00 AM

Venue: Reception, IIM Jammu

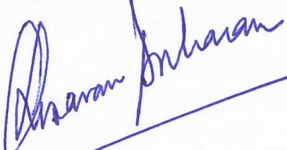
Test Commencing time: 10:00 AM

S. No	Positions	Level	Exam Test	Topics/Syllabus	Marks	Total Marks	Duration
1	Secretary to Director	8	Written Test (Domain Specific)	Objective	15	50	01 Hour
2	Assistant Administrative Officer (Establishment)						
3	Assistant Administrative Officer (Hindi Language & Administration)			Subjective	35		
4	Assistant Librarian						
5	Web Designer						

Instructions:

1. The guidelines on Covid-19 will be followed to conduct the Written test. All to wear mask.
2. Kindly bring all your certificates in original along with one set of self-attested photocopies for document verification.
3. No candidate will be allowed to appear in the written exam in case original documents /certificates as per requirements are not available with them.
4. SC/ST candidates to submit their ticket in original at the test center with bank details.
5. List of documents in original that will be verified:
 - (i) Date of Birth Certificate
 - (ii) Category Certificate
 - (iii) UG Marksheets (as applicable for the post)
 - (iv) UG Degree (as applicable for the post)
 - (v) PG Marksheets (as applicable for the post)
 - (vi) PG Degree (as applicable for the post)
 - (vii) Other Qualification Certificate
 - (viii) Experience Certificate
 - (ix) NOC
 - (x) Govt Photo ID Proof
6. Post written test date for interview (online mode) will be intimated.

Please visit the website regularly for updates.


Chief Administrative Officer