

Date: 16th January 2025

NOTIFICATION

Written Test and Skill/or Applied Test for the Non-Faculty Positions at Level-8 and below

With reference to the Recruitment Advertisement No. IIMJ/Advt/Non-Faculty-Rect/2024/02 dated 09th October 2024 for Non-Faculty positions, the schedule for Written Test and Skill/or Applied Test for the Non-faculty Positions at Level-8 and below, is as follows:

Date: 1st February 2025, Saturday

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

Venue: Reception, IIM Jammu, Jagti, Jammu

SN.	Positions	Level	Exam Test	Topics/Syllabus	No. of Ques.	Marks	Duration
1.	Assistant Program Officer (Academics)	L-8	a) Written Test	GK/ Current Affairs, Logical Reasoning/ Maths, English (Graduation Level) Domain Specific applied test (As per Residential Academic Institution functioning)	50	50	01 Hour
2.	Assistant Program Officer (Programs)	L-8	b) Skill/ or Applied Test				
3.	Assistant Placement Officer	L-8					
4.	Assistant Program Officer (Student Affairs)	L-8					
5.	Assistant Librarian	L-8					
6.	Assistant Engineer (Civil)	L-8					
7.	Assistant Account Officer	L-8					
1.	Graphic Designer	L-6	a) Written Test	GK/ Current Affairs, Logical Reasoning/ Maths, English (Graduation Level) Domain Specific applied test (As per Residential Academic Institution functioning)	50	50	01 Hour
2.	Website Developer	L-6	b) Skill/ or Applied Test				
3.	Secretary to Chief Administrative Officer	L-6					
4.	Junior Engineer (Civil)	L-6					
5.	Junior Engineer (Electrical)	L-6					
6.	Executive - Accounts	L-6					
7.	Executive	L-6		50	50		
8.	Junior Executive	L-4					
9.	Junior Library & Information Executive	L-4					
10.	Junior Executive (IT&CS)	L-4					
1.	Executive Assistant (IT &CS)	L-2	a) Written Test	GK/ Current Affairs, Logical Reasoning/ Maths, English	50	50	
2.	Executive Assistant		b) Skill/ or Applied Test				

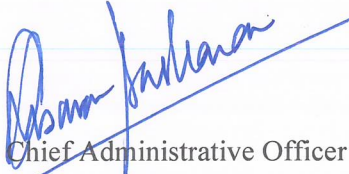
Instructions:

1. Kindly bring all your Certificates (educational as well as professional) including marksheets, degrees etc. in original along with one set of self-attested photocopies for document verification.
2. No candidate will be allowed to appear in the written exam in case original documents/certificates as per requirements are not available with them.
3. The examination time may end beyond 8:00 PM on 01st February 2025. Hence, all outstation candidates may schedule their travel accordingly.
4. List of documents in original that will be verified are listed as follows:

- (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/s
- (viii) Experience Certificate/s
- (ix) NOC for candidates working on regular positions at State/Central/Autonomous/PSUs.
- (x) Govt Photo ID Proof

Information related to Stage II (Interview) for Level 8 positions will be shared later.

Please visit the website regularly for updates.


Chief Administrative Officer