

Advertisement for the Position of Technical Assistant

Outsource: HR- 37

Date: 11 Nov 2024

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on outsource basis:-

| No of post | Name of the post | Age Limit | Period of Engagement | Consolidated Salary package |
|------------|---------------------|-----------|--|-----------------------------|
| 01 | Technical Assistant | 35 years | Initially for 01 Year (yearly extendable based on the performance and requirement) | 29,000-37,000/- per month |

Eligibility Criteria

(i) Bachelor's Degree (four years) in Computer Engineering or equivalent qualification in an appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 02-year relevant experience above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.

OR

Bachelor's Degree in Computer Science/BCA (Three years) or equivalent in an appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 years relevant experience above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.

(ii) Experience in handling large audio-video systems in classrooms, basic networking, and handling software-based VC (Zoom, Meet, Teams, Webex), biometric machine for attendance.

Desirable

(i) Computer proficiency in data management, MS Office & email communications etc.

Job Description

Overall taking care of the large audio-video systems in classrooms, basic networking, and handling software.

General Instructions:

(i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.

(ii) This is purely a temporary engagement, and selection does not entitle for any claim what-so-ever regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.

(iii) The Outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.

(iv) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.

(v) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.

(vi) The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

Application Submission:

(i) Candidates are required to submit online application latest by 21-11-2024 for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.

(ii) Incomplete information shall be summarily rejected.

(iii) Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).