

**INDIAN INSTITUTE OF TECHNOLOGY JAMMU**

**Advt. No. IIT Jammu/01/2020 (Direct Rectt.)**

Online Applications are invited from the Indian Nationals for filling up for the following positions at IIT Jammu.

Sl. No.	Name of the post	Deptt./ Centre/ Section/ Unit	Group	No. of vacancies						Age Limit (as on the last date of Advertisement)	Pay Level
				UR	SC	ST	OBC	EWS	Total		
1	Registrar <sup>#</sup>	Administration	A	01	-	-	-	-	01	Preferably below 55 Years	L-14 (Rs. 144200-218200)
2	Scientific Officer	Central Computing and Communication Infrastructure (C3I)	A	01	-	-	-	-	01	45 Years	L-11 (Rs. 67700-208700)
3	Technical Officer	Central Computing and Communication Infrastructure (C3I)	A	02	-	-	-	-	02*	45 Years	L-10 (Rs. 56100-177500)
4	Assistant Executive Engineer (Electrical)	Internal Works Department (IWD)	A	01	-	-	-	-	01	45 Years	L-10 (Rs. 56100-177500)
5	Assistant Engineer (Civil)	Internal Works Department (IWD)	B	01	-	-	-	-	01	40 Years	L-8 (Rs. 47600-151100)
6	Junior Technical Superintendent (JTS) <sup>@</sup>	Technical Cadre posts for Deptts. / Centres	B	08	02	01	04	01	16**	35 Years	L-6 (Rs. 35400- 112400)
7	Junior Engineer (Civil)	Internal Works Department (IWD)	B	-	-	-	01	-	01	35 Years	L-6 (Rs. 35400-112400)
8	Assistant Security, Fire & Safety Officer	Security Unit	B	01	-	-	-	-	01	35 Years	L-6 (Rs. 35400-112400)
9	Assistant Sports Officer	Students Welfare	B	01	-	-	-	-	01	35 Years	L-6 (Rs. 35400-112400)
10	Caretaker-cum-Manager	Guest House/ Hostels	B	01	-	-	-	-	01	35 Years	L-6 (Rs. 35400-112400)
11	Senior Laboratory Assistant (SLA) <sup>@</sup>	Technical Cadre posts for Deptts. / Centres	C	01	01	-	01	01	04***	33 Years	L-5 (Rs. 29200- 92300)
12	Senior Assistant	Administration	C	04	-	-	01	-	05	33 Years	L-5 (Rs. 29200- 92300)
13	Junior Library Information Assistant	Library	C	01	-	-	-	-	01	33 Years	L-4 (Rs. 25500- 81100)
14	Junior Assistant	Administration	C	-	-	01	01	01	03****	30 Years	L-3 (Rs. 21700-69100)

# The post of Registrar is a tenure post for the period of 05 years on Contract/Deputation basis.

\*One post is reserved for PwD-HH candidate on horizontal basis

\*\*One post is reserved for PwD-OH and One post is reserved for PwD-HH candidate on horizontal basis

\*\*\*One post is reserved for PwD-OH/HH candidate on horizontal basis

\*\*\*\*One post is reserved for PwD-VH candidate on horizontal basis

**Note:** Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the advertisement, if suitable PwDs are available.

Sl. No.	Name of the post	No. of Posts reserved	Category of PwD for which post to be reserved	Category of disabled suitable for the job
<b>Group A</b>				
1	Technical Officer	1	HH	HH
<b>Group B</b>				
1	Junior Technical Superintendent	2	01 for OH and 01 for HH	OA.OL.BL.HH
<b>Group C</b>				
1	Senior Laboratory Assistant	1	OH/ HH	OA.OL.BL.HH
2	Junior Assistant	1	VH	B.LV

@ Department/Centre-wise breakup of posts of JTS and SLA is as below:

Name of the Department	No. of post of JTS	No. of post of SLA
Mechanical Engg.	01	-
Civil Engg.	02	-
Computer Science and Engineering	02	-
Chemical Engg.	01	01
Material Science and Engineering	02	01
C3I	03	-
Physics	01	-
Chemistry	01	-
Central Instrumentation Facility	02	01
Central Workshop	01	01
<b>Total</b>	<b>16</b>	<b>04</b>

**Prescribed Minimum Qualification / Experience:**

**1. Registrar**

**Essential**

- (i) Master degree from recognized university with 60% marks and above or its equivalent Grade of 'B' in the UGC seven point scale and consistently good academic record.
- (ii) Atleast 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) [Pre-revised AGP of Rs.7000] and above or with 08 years of service in the pay matrix of AL-12 (Rs.101500-167400) [Pre-revised AGP of Rs.8000] and above including as Assistant/ Associate Professor along with relevant experience in educational administration/ research establishments.

**OR**

15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) [Pre-revised GP of Rs.7600] and above.

**Note:** If the applicant is from PSU, Defense Services, or any other organization, his/her work experience should match the essential work experience and should match either GP (6<sup>th</sup> CPC) or minimum total emolument for period of declared experience.

(iii) Out of the above experience, atleast 2 years experience in handling computerized administration / financial matters.

**Desirable**

- (i) Preference will be given to those who have atleast 60% or equivalent CGPA in all Boards/ University examinations.
- (ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.
- (iii) Experience in educational administration, financial and personnel management.
- (iv) Capacity to lead the coordination of multiple units and administration in a residential Institution. Can ensure statutory compliance with the statutory bodies as defined by the Act of Parliament and statutes.
- (v) Knowledge of computer enabled workflow based administration in a delegated system.
- (vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).

**On Contract/ Deputation basis**

Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance: -

- a) i) Holding analogous post or  
ii) With atleast 3 years regular service in posts with pay matrix of Level-13 (Rs.123100-215900) [pre-revised GP of Rs. 8700] and 5 years regular service in pay matrix of Level-12 (Rs.78800-209200) [pre-revised GP of Rs. 7600].
- b) Possessing educational qualification as prescribed above.

**2. Scientific Officer:**

**Scientific Officer (Identity and Network Management)**

**Essential**

- (i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science from CFTI/Institute of National Importance with 3 years of experience at pay matrix of Level-10 (Rs. 56100 - Rs. 177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking / network configuration management / identity and single sign-on services/ maintenance of equipment, automation/ support to research facilities.

**OR**

ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 8 years of which minimum 3 years of experience at pay matrix of Level-10 (Rs. 56100 - Rs. 177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking / network configuration management / identity and single sign-on services/ maintenance of equipment, automation/ support to research facilities.

- (ii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.

**Desirable**

- (i) Prior relevant experience at IITs / IISc/ NITs/ IIITs.
- (ii) Prior experience in handling Central Computer Center services/ Campus networking/ Identity Management.
- (iii) Well versed with the latest technologies from the domains having large network of wired and wireless devices. Services requirements for Data, VoIP, and CCTV.
- (iv) Knowledge of e-Procurement.

- (v) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.
- (vi) Experience of HPC / Big Data Cluster / On-Premise Private Cloud infrastructure shall be an added advantage.
- (vii) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards examinations.

### **3. Technical Officer**

#### **3A. Technical Officer (Networked/ Telecom Systems and Services including HPC and Data Centre)**

##### **Essential**

- (i) ME / M Tech in Computer Science Engineering / Computer Engineering and 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / software development / maintenance of equipment, automation, or support to research/ Networked Telecom Systems and Services including HPC and Data Centre.
- OR**
- (ii) BE / B Tech in Computer Science Engineering / Computer Engineering with 7 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / software development / maintenance of equipment, automation, or support to research/ Networked Telecom Systems and Services including HPC and Data Centre.
  - (iii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.

##### **Desirable**

- (i) The candidates must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Multinational/Industry with minimum turnover of not less than US\$ 1 Billion.
- (ii) Prior experience in handling Computer Centre services / Campus networking services / Identity Management.
- (iii) Well versed with the latest technologies of the domains having large network of wired and wireless devices. Services requirements for Data Centre and HPC.
- (iv) Knowledge of e-Procurement.
- (v) Proven experience with Wired and WiFi network design, implementation, capacity planning and maintenance at the Institute level.
- (vi) Experience of HPC / Big Data Cluster / On-Premise Private Cloud infrastructure shall be an added advantage.
- (vii) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards examinations.

#### **3B. Technical Officer (Networked CCTV/ Audio Video Services and Streaming)**

##### **Essential**

- (i) ME / M Tech in Computer Science Engineering / Computer Engineering with 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / Audio Video solutions for Classrooms and big conference halls/ NKN rooms/ maintenance of equipment, automation, or support to research/ Networked CCTV.
- OR**
- BE / B Tech in Computer Science Engineering / Computer Engineering with 7 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / Audio Video solutions for Classrooms and big conference halls/ NKN rooms/ software development / maintenance of equipment, automation, or support to research/ Networked CCTV.
  - (ii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees

with a consistently good academic background.

**Desirable**

- (i) The candidates must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Multinational/Industry with minimum turnover of not less than US\$ 1 Billion.
- (ii) Prior experience in handling Computer Centre services / Campus networking services /Identity Management.
- (iii) Well versed with the latest technologies of the domains having large network of wired and wireless networks. Services requirements for Data, VoIP, and CCTV.
- (iv) Knowledge of e-Procurement.
- (v) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.
- (vi) Proven experience of Design and implementation of NKN and Video Conferencing rooms and AV for Classrooms & Conference hall.
- (vii) Preference will be given to those who have atleast 60% or equivalent CGPA in all Boards examinations.

**Note:** - Candidates applying for the post of Technical Officer should apply separately for specified category 3A or 3B.

**4. Assistant Executive Engineer (Electrical)**

**Essential**

Master degree in Electrical Engineering from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 03 years relevant experience as Assistant Engineer in execution and construction of Electrical Work and Construction Management in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

**OR**

Bachelor degree in Electrical Engineering from a recognized University/ Institute with 60% marks and above. At least 05 year relevant experience as Engineer in execution and construction of Electrical Work and Construction Management out of which at least 03 year as Assistant Engineer in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

**OR**

Diploma in Electrical Engineering from a recognized University/ Institute with 60% marks and above. At least 07 year relevant experience as Engineer in execution and construction of Electrical Work and Construction Management out of which at least 03 year as Assistant Engineer in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

**Desirable**

- (i) Experience of coordinating multi-disciplinary planning consultants, architects and construction agencies in projects above Rs. 25 crores.
- (ii) Consistently good academic record.
- (iii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iv) Proven track record of handling construction projects.
- (v) Experience of working with planning and execution of Electrical works, designing and estimation, construction management of large projects etc.
- (vi) Experience in the line of coordination and supervision of construction and maintenance of Electrical works in CPWD, State PWD, Semi Government, PSU, Autonomous organisation/ institute of national importance
- (vii) Should have knowledge of CPWD rules/ manual
- (viii) Exposure for contract management and QA practices.
- (ix) Computer literacy and experience of working with computer office literacy.

- (x) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

## 5. Assistant Engineer (Civil)

### Essential

Bachelor degree in Civil Engineering from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 03 year relevant experience as Junior Engineer in execution and construction of Civil Work and Construction Management in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

**OR**

Diploma in Civil Engineering or equivalent from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 05 years relevant experience as Engineer in execution and construction of Civil works and Construction Management, out of which at least 01 year as Junior Engineer in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

### Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iii) Experience in document numbering, preparing minutes and letters; good command in Aconex, Excel, Word, PDF editor, experience in A0 printing from Auto CAD, BIM and scanning of drawings and visualization of models; previous knowledge of documentation/ nomenclature will be given preference.
- (iv) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

## 6. Junior Technical Superintendent

### Essential

M.E./ M.Tech/M.Sc. with 60% marks or equivalent CGPA and above from a recognized University/ Institute and 01 years relevant experience in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (M.Sc. applicable for only for Physics and Chemistry disciplines)

**OR**

B.E./ B.Tech./B.Sc. with 60% marks or equivalent CGPA and above from a recognized University/Institute and 03 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (B.Sc. applicable only for Physics and Chemistry disciplines)

**OR**

Three years Diploma in Engineering / Applied Science with 60% marks or equivalent CGPA and above from a recognized University/ Institute and 05 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (Applied Science applicable for only for Physics and Chemistry disciplines)

### Desirable

- (i) Preference will be given to those have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

## 7. Junior Engineer (Civil)

### Essential

- (i) Bachelor Degree in Civil Engineering from a recognized university/Institute with 60% marks or equivalent CGPA and above and 02 years of relevant experience.

**OR**

Three years Diploma in Civil Engineering from a recognized university/Institute with 60% marks or equivalent CGPA and above and 03 years of relevant experience.

**Desirable**

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.
- (iii) Should have knowledge of CPWD rules.
- (iv) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Persons with Mechanical / Air- Conditioning Engineering backgrounds may also be considered subject to requirement.
- (v) Expertise in using software relevant to the job profile.

**8. Assistant Security, Fire & Safety Officer**

**Essential**

- (i) Bachelor Degree with 60% marks or equivalent CGPA and above from a recognized University/Institute with Defense/Police/ Fire Fighting training.
- (ii) 06 years' experience in Fire Fighting in Civil/ Defense Fire Service Organization/ Public Undertaking in the capacity of Sub-Officer or equivalent.

**Desirable**

Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

**9. Assistant Sports Officer**

**Essential**

- (i) Bachelor in Physical Education (B.Ph. Ed.) or its equivalent with 60% marks or equivalent CGPA and above from a recognized University/Institute and 03 years of relevant experience in any recognized Institutions and should have represented University/ Institute at State/ National Level.
- (ii) Should have specialization in at least one sport such as Volleyball, Athletics, Table Tennis, Football, Basketball, Badminton and Cricket.

**Desirable**

Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

**10. Caretaker-cum-Manager**

**Essential**

Degree in Hotel Management or equivalent with 60% marks or equivalent CGPA and above from a recognized University / Institute with 05 years' experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

**Desirable**

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

**11. Senior Laboratory Assistant**

**Essential**

M.E./ M.Tech. with 60% marks or equivalent CGPA and above from a recognized University/Institute.

**OR**

B.E./ B.Tech. with 60% marks or equivalent CGPA and above from a recognized University/ Institute with

02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

**OR**

Three years Diploma in Engineering with 60% marks or equivalent CGPA and above from a recognized University/Institute with 02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

**Desirable**

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

**12. Senior Assistant**

**Essential**

Master Degree in any discipline from recognized university with 55% marks or equivalent CGPA and above with 01-year experience as Junior Assistant or equivalent in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

**OR**

Bachelor Degree in any discipline from recognized university with 60% marks and above with 03 years experience as Junior Assistant or equivalent in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

**Desirable**

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

**13. Junior Library Information Assistant**

**Essential**

Bachelor degree in any discipline with 60% marks or equivalent CGPA and above and M.Lib.Sc/MLIS with 60% marks or equivalent CGPA and above from a recognized University / Institute.

**Desirable**

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all boards/ University examination.
- (ii) Working knowledge of Open Source Library Automation Software, RF tagging.
- (iii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

**14. Junior Assistant**

**Essential**

Master Degree in any discipline from recognized university with 55% marks or equivalent CGPA and above.

**OR**

Bachelor Degree in any discipline from recognized university with 60% marks or equivalent CGPA and above.

**Desirable**

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.
- (iii) Having typing speed between 35 w.p.m. to 40 w.p.m. in English on computer.

## **GENERAL INSTRUCTIONS: -**

### **(A) Instructions for application:**

- 1) Applicants applying from private sector need to provide form-16/ ITR/ salary certificate from the employer for the period of claimed and declared experience as advertised.
- 2) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the **online application form**, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process, it is found that candidates have furnished false or incorrect information, their candidature will be rejected. The institute take no responsibility for incomplete/ incorrect information. No correspondence in this regard shall be entertained at later date.
- 3) Applicants should take due care while filing online information for different positions. Application once submitted online cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- 4) For all positions, good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 5) In addition to the Pay in the Pay Matrix as per 7<sup>th</sup> CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- 6) The minimum qualifying marks for Written Test/ Proficiency Test/ Computer Test/ Interview will be as per the standard fixed by the Institute at its discretion (Relaxation / Concession to SC/ST/ OBC (Non-creamy layer) candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Proficiency Test/ Computer Test/ Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- 7) Mentioned age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC (Non-creamy layer) candidates. The candidates applying against these reserved posts are required to attach the attested copies of relevant certificates including 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India as enclosed or as amended. The Institute follows the central list in the case of OBC (Non-creamy layer). Further, age relaxation to the domicile of Jammu and Kashmir and ex-servicemen shall be as per DoPT guidelines.
- 8) The OBC (Non-creamy layer) certificate **issued on or after 01.04.2019** shall only be considered for the reservation under OBC (Non-creamy layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs.
- 9) Economically Weaker Section (EWS) certificate **issued on or after 01.04.2019** shall only be considered for the reservation under EWS category. The Economically weaker section certificates in the proforma prescribed and issued by the competent authority will only be accepted as sufficient proof in support of candidate claim for belonging to EWS. No other certificate will be accepted as sufficient proof.
- 10) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.
- 11) The Institute reserves the right to select any candidate on contractual basis who has applied for any substantive position, if the selection committee recommends so with such benefits which are similar to

regular appointments. The appointments on contract basis shall be made initially for a period of 02 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent may be considered based on their performance by a Committee, on satisfactory services rendered by them.

- 12) The relaxations and concessions for PwDs will be as per current Central Govt. Orders.
- 13) The persons with disability (PwD) shall be required to submit the Disability/ Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons not suffering from less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
- 14) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/ Proficiency Test/ Computer Test/ Interview, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Written Test/ Proficiency Test/ Computer Test/ Interview. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.
- 15) IIT Jammu is an aspirational emerging institute from 3G IITs. IIT Jammu is looking for energetic, enthusiastic candidates and having highest work ethics candidates who are passionate about their work. Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/ deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.
- 16) The Institute will conduct (preferably online) Written Test/ Proficiency Test/ Computer Test/ Interview for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered.
- 17) Outstation candidates called for Written Test/ Proficiency Test/ Computer Test/ Interview for Group 'A' posts will be paid 2<sup>nd</sup> AC Railway Fare and Group 'B' and 'C' posts will be paid 2<sup>nd</sup> sleeper Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route. The reimbursement will be made through RTGS to candidate's Bank Account, and no cash will be paid on the spot.
- 18) The age of superannuation for all the posts is 60 years, except for Registrar 62 years.
- 19) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. from 16.01.2020 (Thursday) to 15.02.2020 (Saturday) upto 05:00 p.m.**
  - (b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in>
  - (c) **No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage.** However, candidates shortlisted for Written Test/ Proficiency Test/ Computer Test/ Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates **duly self-attested** at the time of Written test/ Proficiency test/ Computer test/ Interview failing which such candidates shall not be allowed to participate in the process.
  - (d) Persons serving in Govt./Semi-Govt./PSUs, should submit **NOC at the time of Written test/ Proficiency test/ Computer test/ Interview** failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL are exempted from producing NOC at the time of Written test/ Proficiency test/ Computer test/ Interview. **No advance copy is required to be submitted by post at the initial**

**screening stage.**

- (e) Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on IIT Jammu website. If there is any discrepancy/ query, please contact [registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in) within one week from the date of display of the list.
- (f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any postal delay.
- (g) Keep a printout of online application form for future reference.

**(B) Fee Payable**

- 1) Fee of Rs.1000/- (Rupees one thousand only) for Group 'A' and Rs.500/- (Rupees five hundred only) for Group 'B' & 'C' has to be paid through the link provided inside the portal. **This fee is inclusive of GST.**
- 2) **No fee is required for SC/ST, PwD category and Women candidates.**
- 3) **The fee once paid will not be refunded or re-adjusted under any circumstances.**

**(C) Follow up after applying**

- 1) Candidates once applied should visit Institute website and portal regularly for status updates in recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will also be provided through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/ access the website in time. Candidates are requested to visit Institute website regularly.
- 2) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests / interview. The candidate may submit their applications at Online portal <https://apply.iitjammu.ac.in> in their own interest and refer to any updates, posted their time-to-time.
- 3) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.

**Sd/-  
Officiating Registrar**

**Dated: 16.01.2020**

**Enclosed:** Proforma I to V

## **Proforma-I**

### **The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of.....of village/town\*/ ..... in  
District/Division\* ..... of the State/Union Territory\* ..... belongs to  
the..... Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* under: —

@ The Constitution (Scheduled Castes) Order, 1950 @ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951 @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari .....ofvillage/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

%3.

Shri/Shrimati/Kumari\*.....and/or \*his/her\*family ordinarily resides in village/town\* ..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....

\*\*Designation.....

(With Seal of Office) State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable. @Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Proforma-II**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_son/daughter of \_\_\_\_\_ village/town In \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_dated \_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Dated:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

§ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Proforma-III**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I.....Son/daughter of Shri.....Resident of village/town/city.....  
district.....state.....hereby declare that I belong to the...  
community which is recognized as a backward class by the Government of India for the purpose of  
reservation in services as per orders contained in Department of Personnel and Training Office  
Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do  
not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the  
above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March,  
2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

**Proforma-IV**

**Form-V Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size Attested Photograph (Showing face only) of the person with disability
--

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum..... son/wife/daughter of Shri..... Date of Birth (DD/MM/YY) .....Age..... years, male/female .....Registration No.....permanent resident of House No. .... Ward/Village/Street..... Post Office..... District..... State..... whose photograph is affixed above, and am satisfied that:

- (A) he/she is a case of :
  - locomotor disability
  - dwarfism
  - blindness(Please tick as applicable)
- (B) the diagnosis in his/her case is .....
- (C) He/ She has .....% (in figure)..... percent (in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her .....(part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

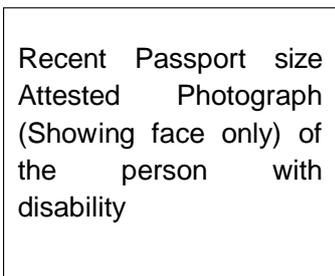
Signature/ Thumb impression of the person

(Signature and Seal of Authorized Signatory of notified Medical Authority)

**Form-VI Certificate of Disability**

(In case of multiple disabilities) [See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)



Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age..... years,  
male/female..... Registration No..... permanent resident of House  
No.....Ward/Village/Street..... Post Office .....

District..... State.....whose photograph is affixed above, and are satisfied  
that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical  
impairment/disability has been evaluated as per guidelines (.....number and date of issue  
of the guidelines to be specified) for the disabilities ticked below, and shown against the  
relevant disability in the table below:

Sl. No	Disability	Affected part body of	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			

6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Disability Learning			
14.	Autism Disorder Spectrum			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows: -

In figures:..... percent

In words:.....percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after ..... years..... months, and therefore

this certificate shall be valid till .....(DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

### **Form-VII Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1)]

Recent Passport size  
Attested photograph  
(Showing face only) of  
the person with disability

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age..... years,  
male/female..... Registration No..... permanent resident of House  
No.....Ward/Village/Street..... Post Office .....

District..... State.....whose photograph is affixed above, and am satisfied that  
he/she is a case of ..... disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the  
relevant disability in the table below:-

Sl. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.
3. Reassessment of disability is :

(i) not necessary Or

(ii) is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

(Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued.
---

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Proforma-V**

**Government of.....**

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that we have carefully examined Shri/Smt/Kum .....

/son/wife/daughter of Shri ..... Date of Birth (DD)/(MM)/(YY)..... Age.....

years, male/female..... Registration No..... permanent resident of House

No.....Ward/Village/Street..... Post Office .....

District..... State.....Pin Code... whose photograph is attested below

belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year .....

His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent passport size  
attested photograph of  
the applicant

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*