

INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Advt. No. IITJammu/04/2018 (Deputation)

Online applications are invited from the Indian Nationals for filling up for the following posts on **deputation basis**:

Sl. No	Name of the Post	Deptt./Centre /Section Unit	Group	No. of Vacancies					Age Limit (as on Last day of Advt.)	Pay Scale
				UR	SC	ST	OBC	Total		
1.	Deputy Registrar (Finance and Accounts)	Administration	A	01	-	-	-	01	50 years	L-12 (Rs.78800-209200)

DEPUTY REGISTRAR (FINANCE AND ACCOUNTS)

Deputation

Officers from the Central / State Governments or Institutes of National Importance or Universities / University level Institution or PSU / Industry:

- a) i) Holding analogous post with similar work profile or
ii) With at least 05 years' service in posts carrying Grade Pay of Rs. 6600/- or its equivalent and having experience in administration, establishment and accounts matters.
- b) Possessing educational qualification as given below:
A Master degree or its equivalent in any discipline from a recognized University with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.

GENERAL INSTRUCTIONS:

- 1) 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 themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- 2) Application once submitted 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.
- 3) Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 4) In addition to the Matrix as per 7th CPC as mentioned, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Matrix. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines

issued by the GoI/DoPT vide letter No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time in the light of 7th CPC.

- 5) Print out of the application to be forwarded by the Parent Office/ Deptt. of the concerned applicant along with complete and upto date CR dossiers/ Assessment reports of the officers for the last 05 years with photocopies of the same duly attested by an officer.
 - 5.1 It may be verified and certified by the Cadre Controlling Authority/HR Department that the particulars furnished by the officer are correct.
 - 5.2 No disciplinary/vigilance case is pending or contemplated against the officer.
 - 5.3 It must also be certified that honesty and integrity of the officer is of a very high order.
 - 5.4 No major/minor penalty has been awarded to him during the last ten years.
- 6) The selected candidates will be appointed on deputation basis for a period of three years. The period may be curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/ borrowing departments, subject to consent, but will not entail any right for absorption in IIT Jammu.
- 7) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
- 8) Outstation candidates called for Written Test/ Trade Test/ Computer Test for Group 'A' posts will be paid 2nd Tier AC 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 Demand Draft or the amount admissible may be transferred to their Bank Account on submission of RTGS details by the concerned candidate.
- 9) The superannuation age of the incumbent holding the post will be 60 years.
- 10) 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.
- 11) The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60% (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test 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).
- 12) Mentioned age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC 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. The Institute follows the central list in the case of OBC's.
- 13) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test /Computer Test, 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 for the Written Test / Trade Test/ Computer Test. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.

- 14) 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.
- 15) 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 Written Test / Trade Test/ Computer Test 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) The age of superannuation for all the posts is 60 years.
- 18) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 27.11.2018 to 15.12.2018 upto 05:00 p.m.**
 - (b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in>
 - (c) The print out of the ONLINE completed and duly signed application along with prescribed fee paid and all relevant educational and experience certificates **duly self attested** must reach the institute **on or before 22.12.2018 by Post**. The envelope, containing complete application, should be super-scribed as “**Application for the post of _____**” and must be sent to **Registrar, Indian Institute of Technology Jammu, Jagti NH-44, Nagrota, Jammu (Jammu and Kashmir) – 181221**.
 - (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application along with all relevant supporting documents **duly self attested** THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.
 - (e) Candidates who have successfully submitted their applications have to ensure that their name appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the application their name would appear in the list. If there is any discrepancy/query please contact registrar@iitjammu.ac.in within one week from the date of display of the list.
 - (f) Incomplete application will be summarily rejected.

Sd/-
Officiating Registrar

Dated: 26th November, 2018