

Web Advertisement for Non-Faculty Positions

Non-Faculty Positions Advertisement in "Times Ascent, The Times of India" dated 30th November 2022

Advertisement No. IIMJ/Advt/Non-Faculty-Rect/2022/05

1. Project Engineer cum Estate Officer (on Deputation/Contract) - UR

Level – 12

Tenure: Initial appointment will be either on deputation/contract for a period of 3 years. The deputation/contract may be extended annually. However, the total service period cannot exceed five years.

Pay Scale: 7 CPC - Level 12, Pay Scale: Rs. 78,800 to 2,09,200 plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules.

For retired senior officer from Departments, Undertakings, and authorities under Government of India in Level-12 may apply. This consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus other perks and benefits as per Government of India Rules.

Upper Age Limit: 55 years. However, upper age criteria for retired Centre/ State Government Officials from Departments, Undertakings, and authorities under Government will be relaxed.

Qualification: B.E/B.Tech in Engineering (Civil) from a recognised University/Institute with 60% and consistently good academic record.

Experience

Essential:

Minimum 15 years of experience in handling of construction of projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.

Desirable:

Knowledge of handling computer applications

Job Profile:

- Handling projects of Campus Construction at IIM Jammu including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
- Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
- To ensure completion of project within scope time, cost and resources and maintaining high quality standards.
- Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Jammu.
- To check the quantity of work, measured and checked by the construction agency.
- Responsible to protect the interest of IIM including property of the Campus.
- To submit budget, accounts and prescribed returns, etc. on time
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.
- Completely track the project performance specially to analyse the successful completion of its various stages as per project planning
- Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience

- Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning
 - Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
 - Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.
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- Handle all estate related aspects in close coordination with the Administration.

2. Systems Manager: One Post - UR (Regular)

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700 (7th CPC)

Upper Age Limit: 50 years.

Qualification.

B.E/B.Tech B.E/B.Tech in Computer Science or Electronics / Electrical / Communication Engineering with specialization in Computers or MCA / M. Sc. in Computer Science with at least 60% marks or its equivalent grade and consistently good academic record.

Experience :

Minimum of 10 years of experience of post-qualification in maintaining and supporting large scale networks, hardware, software, Internet, e-mail systems, website, ERP and related services. CCNA/CCNP-Routing Switching/Redhat/Linux/AWS/Azure (Cloud-Computing), MCSA/ Certifications MCSE/CCNA- Security or Equivalent will be an extra plus (Preferably at least level 8 / Equivalent). He should have hands on experience in handling team. Experience in IIM/IITs/CFTI preferred.

Job Profile:

To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, ERP and Learning Management Systems and related services.

3. Placement Officer: One Post - UR (Regular)

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700 (7th CPC)

Upper Age Limit: 50 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with minimum 55% marks from a reputed University / Institute or its equivalent grade and consistently good academic record.

Desirable:

Post-Graduate in Management (PGDM/MBA) with minimum 60% marks. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is a must.

Experience:

Post-qualification experience of 8 years in placement and career development out of which minimum 5 years' experience in supervisory and executive functions. He should have experience in IIMs/IITs /CFTIs and other Higher Educational Institutes is preferred.

Job Profile:

Interaction with company executives for Summer Internship and Final Placement. Company visit and arrangement of Corporate Talk for students.

4. Administrative Officer (Programs): One Post - OBC (Regular)

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th CPC)

Upper age limit: 40 years.

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognised reputed University or Institute

Desirable:

MBA/Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP/Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in Administration / Academic / Admission/ Executive Education/MDP activities; out of which 5 years independently handling these functions in a reputed Academic Institution/ University (At least at level 6/ Equivalent). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To look after all the administrative / academic / admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chairpersons of respective activities.

5. Chief Innovation Officer (CIO): One Post (Contract) (Srinagar)

Emoluments:

Rs. 1,00,000 - 1,50,000 (Consolidated)

Lower Age Limit 35 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognized reputed University or Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 8 years out of which 5 years in independently handling Innovation, Incubation Centers and Entrepreneurship functions in industry/ Govt./Public Sector undertaking. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Administration of Center for Innovation and Entrepreneurship, Project Management for Incubatees, Documentation and Research.

Must possess an inquisitive and creative mind. Must be independent and self-directed but able to work and lead a team of creative individuals. Superior research and analytical skills to track and predict trends. Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources. Strong business knowledge, understanding of a variety of business practices, and familiarity with the industry. Must be able to collaborate with executives, creative teams, research and development, and product development teams. Strong business knowledge, understanding of a variety of business practices, and familiarity with the company's industry. Must have excellent interpersonal skills and the ability to persuasively sell ideas. The contract will be initially for two years and extendable on yearly basis depending on the performance and requirement.

6. Secretary to Director: One Post - UR (Regular)

Level – 8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Desirable:

Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Experience:

Post qualification secretarial experience of at least 7 years in office work in Govt organisations / Institutions / Reputed private organisations. Strong written and verbal communications along with computer skills (MS Office) are essential (At least at level 6 / Equivalent). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To perform secretarial and related functions for the Director's office and to assist him in day-to-day activities. Dealing with enquiries, appointments and planning Director's diary. Organizing and attending meetings; taking note of minutes. Replying the mails, travel arrangements and accommodation when necessary. Organizing and maintain Director's Office system. Any other related works of Director's Office assigned time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office.

7. Assistant Administrative Officer (Academics): One Post - OBC (Regular)

Level – 8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognised reputed University or Institute.

Desirable:

Post-Graduate in Management (PGDM/MBA), Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 7 years in Administration, out of which 4 years independently handling academics and training functions in industry/ Govt./Public Sector undertaking (at least level 6 / Equivalent. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Assistant Administrative Officer should be a dynamic, self-motivated professional to provide academics support for all the activities of the Institute to the Administrative Officer. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Assistant Administrative Officer is required to do day-to-day activities and to coordinate with the academic activities.

8. Assistant Administrative Officer (Establishment): One Post - UR (Regular)

Level – 8

Pay Scale : Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognised reputed University or Institute.

Desirable:

Post-Graduate in Management (PGDM/MBA), Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge/experience of working with Learning Management System (LMS) will be an added advantage. Knowledge of Legal Aspects.

Experience:

Post-qualification experience of at least 7 years in Administration, out of which 4 years independently handling establishment functions (At least level 6 / Equivalent). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Assistant Administrative Officer should be responsible for the Personnel and Establishment functions of the Institute. This includes recruitment, roster preparation, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines/directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts etc.

9. Assistant Administrative Officer (Hindi Language & Administration): One Post – UR (Regular)

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in Hindi with English as a compulsory subject or elective subject or as the medium of examination at a degree level with at least second class (55% marks).

OR

Post-Graduate degree in any subject other than Hindi or English, with Hindi and English as a compulsory subject or elective subjects or either of two as the medium of examination and the other as a compulsory subject or elective subject at a degree level with at least second class (55% marks)

OR

Post Graduate degree in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level.

AND

Recognized Diploma course or certificate course in translation from Hindi to English and Vice versa or two years' experience of translation work from Hindi to English and Vice versa

Desirable:

- Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.
 - Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office.
 - Should be excellent in oral and written communication in English and Hindi.
 - Should have good knowledge of translation from English to Hindi.
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- Should be proficient in man-management with excellent interpersonal skills.

Experience:

Post-qualification experience of at least 7 years in Administration, out of which 4 years in independently handling these functions (at least Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Qualification in Hindi translation would be added advantage. Should be well conversant with the Government of India instructions in the matter of Hindi as official language in PSU/Central Govt Offices.

Job Profile:

Assistant Administrative Officer should be a dynamic, self-motivated professional to provide administrative support for all the activities of the Institute to the Chief Administrative Officer. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Assistant Administrative Officer is required to do day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services.

10. Assistant Administrative Officer (International Relations): One Post - OBC (Regular)

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) from a recognised reputed University or Institute.

Desirable:

Post-Graduate in Management (PGDM/MBA), Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 7 years in Administration, out of which 4 years in independently handling International Relations functions in industry/Govt./Public Sector undertaking (at least level 6 / Equivalent). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Good knowledge of issues relating to the international performance of higher educational institutions. Related experience overseas in the education, policy or business sectors and related knowledge of culture and practice.

Job Profile:

Assistant Administrative Officer should be able to lead and manage a range of projects to support the development and maintenance of international partnerships. To liaise with partner Universities in different countries and to identify and build opportunities for partnership activities. To support the documentation of academic and non-academic partnership and the related communication and coordination. Should be able to organize high-profile incoming and outgoing visits linked to the development and maintenance of international partnerships. To monitor and review the performance and value of international partnerships. Should be able to produce analysis of the Institute's performance against international benchmarks or of potential international partners and produce and coordinate briefing for Institute management. To assist the International Relations Chairperson for his duties in relation to international partnerships.

11. Assistant Librarian: One Post - SC (Regular)

Level-8

Pay Scale: Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Essential:

Master's Degree in Library Science/Information Science/ Documentation with at least 60% marks or its equivalent grade and consistently good academic record.

Desirable:

M.Phil/Ph.D degree in Library Science/Information Science/ Documentation/ Archives.

Experience:

Minimum 7 years of relevant experience post-qualification in the library department of a reputed Institute/University (at least level 6 / Equivalent). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To assist the Librarian in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipments. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

12. Web Designer: One Post - UR (Regular)

Level-8

Pay Scale Rs. 47,600 - 1,51,100; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

B.E/B.Tech in Computer Science/Information Technology or MCA or PGDCA from Recognized University with at least 60% marks or its equivalent grade and consistently good academic record.

Minimum of 7 years of experience of post-qualification in CorelDraw, Adobe Creative Suite (Illustrator, Photoshop and After Effects). Experience with other creative software, Drawing/illustration skills, photograph, motion-graphics skills would be an extra plus. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Creation of design assets (Images/videos) for IIM Jammu web applications. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/ suggestions for improvements. Conceptualize and execute digital / physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to IT team for implementation planning and information architecture for website. Maintain aesthetics and responsiveness of the website on all screen size.

13. Junior Engineer (Civil): One Post - OBC (Contract)

Level-6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 40 years

Qualification & Experience:

Bachelor's Degree in Civil engineering with 60% marks or its equivalent grade and consistently good academic record with 5 years with relevant post-qualification experience (at least level 4 / Equivalent. Experience in reputed organization/Govt. department/PSU will be preferred.

Job Profile:

- Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note-sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work. Responsible for all matters connected with the efficient management of the Section.
- To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them.
- To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
- To maintain master rolls, record of work charge establishments and imprest cash accounts properly.
- He will be responsible for keeping account of the measurement books issued to them to record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
- To preserve and take care of tools and plants, stock and other sources kept in his charge.
- To submit budget, accounts and prescribed returns, etc in time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To prepare initial designs for components of projects.
- To submit required progress report regularly for the works under their charge to their superiors.

14. Hostel Supervisor Female: One Post – OBC (Regular)

Level-4

Pay Scale: Rs. 25,500 - 81,100; Entry Pay: Rs. 25,500 (7th CPC)

Essential:

A Graduate with minimum with 55% marks, 10 years relevant experience in reputed educational institutions or post-qualification experience of 5 years.

Work Experience and Skills required:

- Mature and passionate about students and education
 - Experience in handling emotional, psychological issues of students
 - Good administrative & operational skills
 - Creative, open to learning and willing to work in the team
 - Good knowledge of written and spoken English, Hindi.
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- Ability to operate a computer and working knowledge of MS Office.

Job Profile:

- Providing ideal care by way, counselling and high standards of safety and in the hostel.
 - Monitor the quality of food being provided in the messes
 - To facilitate their holistic development – physical, mental, and intellectual
 - Ensure safety and security of all boarders at all times.
 - To ensure maintenance of discipline in and around the Hostel
 - To ensure an atmosphere of peace and harmony of all the inmates on campus
 - To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
 - To ensure housekeeping and cleaning of the premises
 - Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
 - Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
 - Be a point of contact with parents, who are kept informed by reports and informal contact
 - To issue "Outstation form" to students who are going home etc. Collect the filled-up form and hence maintain a record of the absence of the students from the campus.
 - Liaise with Student Affairs office for distribution of information and documents to students
 - To ensure the completion of maintenance activities in time by interacting with the maintenance division. If required escalating the matter at warden or chief warden based on the requirement
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- To ensure that the caretakers are reporting in time and doing the assigned duties

General Conditions:

- Interested candidates may apply online latest by **31st December 2022** furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and paying an application fee of Rs. 590/- through online payment system available at [\(Click here for payment\)](#), provide transaction reference number and upload payment receipt. There is no application fee for SC/ST/DAP candidates. Application fee will not be refunded or readjusted under any circumstances. No other mode of payment will be accepted.
- Only **online application form** will be accepted. Hard copy of application form will not be accepted.
- Candidates applying for more than one post should fill in separate online applications furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and pay separate application fee.
- Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel. They should send the printout of completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL. The envelope containing complete application should be super scribed as "Application for the

post of " and must be sent to "CAO Office, IIM Jammu Campus, Canal Road Jammu 180016 on or before the closing date

- The Institute reserves the right to reject/accept any candidature without assigning any reason.
- In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.
- Higher start in the pay scale may be considered in case of exceptionally deserving candidates.
- Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview / written/ skills test or/and for his/her selection.
- Candidates who are shortlisted for final interview but do not merit appointment to the post applied may be considered for next lower post depending upon their suitability for the lower post.
- Candidate may also be considered to be appointed on contract for one /two years in consolidated salary. Contract may be extended based on performance and requirement of the Institute.
- Cut-off date for determining the age may be kept as the first day of the month on which the advertisement for the positions is published in the Newspapers / Institute website.

Other Conditions:

- Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview/ written/ skills test. Decision of the Institute to call the candidates for interview/ written/ skills test shall be final.
- Higher start in the pay scale may be considered for exceptionally deserving candidates.
- All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview/ written/ skills test, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview/ written/ skills test.
- Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
- No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
- Preference will be given to DAP candidates if found suitable.
- All outstation candidates called for interview for the posts of Level-10 and above will be paid II-AC Class Railway Fare from the present/ mailing address to place of interview by the shortest route on production of proof of travel. However, no reimbursement will be made for local travel at place of origin and at Jammu.
- For the posts of Level-8 and below, outstation SC/ST candidates called for test(s) or interview will be paid Sleeper Class Railway Fare from the mailing address to the place of test / interview except by the shortest route. However, no reimbursement will be made for local travel at place of origin and at Jammu
- Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard. Age relaxation will be given to SC/ST/NC-OBC/DAP/Ex- Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce the latest relevant proof of eligibility to avail relaxation at the time of interview/ written/ skills test, if called for.
- In case of any concealment/distorted information found at any stage your appointment will be terminated and the institute reserves the right to recover all the amount paid to you.
- Canvassing in any form will be a disqualification.
- Only short-listed candidates will be contacted.
- No correspondence will be entertained in relation to this advertisement.

- For all positions, knowledge of computer applications is essential.
 - The Institute shall not be responsible for any postal delay.
 - The Institute reserves the right to fill or not to fill any of or all the posts.
 - The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.
 - Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.
 - Those who have applied for the same post in last one year from the date of advertisement will not be considered.
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- Employees of IIM Jammu should send the printout of completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL as per IIM Jammu rules. The envelope containing complete application should be superscribed as "Application for the post of" and must be sent to "CAO Office, IIM Jammu Campus, Canal Road Jammu on or before the closing date.

Mode of Selection:

- For posts of Level 10 & above, the selection will be made based on personal interviews.
 - For posts in Level 8, the selection will be made based on marks obtained in the prescribed qualification, Written Test followed with Interview.
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- For posts in Level 7 and below, the selection will be made based on marks obtained in the prescribed qualification, Written Test / Interview or/and Skill Test.

How to Apply:

Fill in the application form online by furnishing all required details and paying the application fee of Rs. 590/- through online payment link below:

[\(Online Payment Link\)](#)

Apply Online

Please address all queries regarding the application to nonfacultyrecruitment@iimj.ac.in / Phone No: 0191-2585837.