



# Indian Institute of Technology Jodhpur

## Office of Research and Development

Advt. No.: IITJ/R&D/2018-19/28

28 February 2019

### Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Institute project at this Institute. The position is purely temporary, initially for a period of 01 Year, and extendable but co-terminus with the duration of the project, on contractual basis with consolidated pay. The requisite qualification, experience and others details are given below:

1.	Project No.	I/TPA/20120006
2.	Project Title	Traning and Placement
3.	Name of the Project Investigator	Dr. Sandip Murarka
4.	Duration	01 Year
5.	Name of the Post	Project Officer/ Assistant Project Officer/Project Superintendent
6.	Post(s)	01
7.	Consolidate Pay	Rs. 20,900/- to 31,500/-
8.	Age	45 Years Maximum
9.	Qualification and Experience	<u>Essential Qualification:</u> MBA/Post Graduation in any Management course +2 Years' of post-qualification experience with at least one year of relevant experience. <u>Desirable Qualification:</u> Same of above
10.	Job Responsibility	1.Managing all the activities of office of student Placement 2.Formation and management of Placement Team 3.Managing Corporate and Industrial tie-ups for Placements and Internship 4.Candidate should have good Public Relation and Management Skills. 5.Candidate should have previous well demonstrated HR experience. 6.Candidate should have good communication skills and proficiency in English in both spoken and written form. 7.Candidate with previous experience of working in the Office of Student Placements in a reputed organization (NIT, IIT etc.) will be preferred.

The candidates possessing the requisite qualification and experience should apply through **ONLINE** process up to **14 March 2019**. After the submission of the online application, applicant are required to take the printout of the application and send the application along with all self-attested relevant supporting documents by post to the Institute at the address given below:

Officer In-charge  
Office of Research & Development,  
Indian Institute of Technology Jodhpur,  
NH-65, Nagaur Road,  
Karwad,  
Jodhpur - 342037, Rajasthan

The envelope should be super scribed with "Advertisement No..... and Application for the Post of ....."

The application must reach the Institute on or before to **21 March 2019**. Application received after the due date shall not be considered.

### General Instructions to Applicant(s)

1.	The post(s) is purely temporary and contractual for a period of 01 Year.
2.	Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
3.	Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
4.	The Institute reserves the right to: (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not filling any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.
5.	The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
6.	No TA/DA shall be paid to the candidates for attending the interview.
7.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
8.	Canvassing in any form will be a disqualification.
9.	No interim correspondence will be entertained.
10.	Postal delay will not be entertained.

Officer In-charge  
Research & Development