

**भारतीय प्रौद्योगिकी संस्थान जम्मू**  
**INDIAN INSTITUTE OF TECHNOLOGY JAMMU**

**विज्ञापन संख्या IIT जम्मू/02/2025 (सीधी भर्ती/ प्रतिनियुक्ति)**  
**Advertisement No. IIT Jammu/02/2025 (Direct Recruitment/ Deputation)**

आईआईटी जम्मू में निम्नलिखित गैर-शिक्षण पदों को भरने के लिए भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित किए जाते हैं।  
Online Applications are invited from Indian Nationals to fill up the following Non-Teaching positions at IIT Jammu.

क्रम संख्या/ Ser	पद/ Positions	विभाग/अनुभाग Department/ Section	भर्ती प्रकार/ Recruitment Type	समूह/ Group	रिक्तियों की संख्या/ Number of vacancies						आयु सीमा/ Age Limit (As on the last date of Advertisement)	वेतन स्तर (सातवें सीपीसी के अनुसार)/ Pay Level (As per 7th CPC)
					UR	SC	ST	OBC	EWS	Total		
1	Public Relations Officer	Media Cell	Direct/ Deputation	A	01	-	-	-	-	01	45 years	Level-10 (₹56100 - ₹177500)
2	Assistant Registrar	Administration	Direct/ Deputation	A	01	-	-	-	-	01^	45 years	Level-10 (₹56100-₹177500)
3	Sports Officer	Student Affairs	Direct	A	01	-	-	-	-	01	45 years	Level-10 (₹56100 - ₹177500)
4	Fire and Safety Officer	Fire Safety Security and Health Safety	Direct	B	01	-	-	-	-	01	40 years	Level-8 (₹47600 - ₹151100)
5	Senior Laboratory Officer	C3I	Direct	B	01	-	-	-	-	01##	40 years	Level-8 (₹47600 - ₹151100)
6	Laboratory Officer	BSBE/Chemical/ CW	Direct	B	01	-	01	-	01	03@##	35 years	Level-6 (₹35400 - ₹112400)
7	Junior Section Officer	Administration	Direct	B	01	01	-	02	-	04	35 years	Level-6 (₹35400 - ₹112400)
8	Assistant Sports Officer	Student Affairs	Direct	B	01	-	-	-	-	01	35 years	Level-6 (₹35400-₹112400)
9	Laboratory Assistant	I2EDC/Civil/C3I/ Electrical/CW	Direct	C	04	01	01	-	01	07@##	33 years	Level-5 (₹29200 - ₹92300)
10	Senior Assistant	Administration	Direct	C	02	01	01	02	01	07*	33 years	Level-5 (₹29200 - ₹92300)

^One post is reserved for PwD-VH/OH candidate on horizontal basis

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

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

**##Department/Centre-wise breakup of Senior Laboratory Officer, Laboratory Officer and Laboratory Assistant**

Ser.	Name of the Department	No. of post (Senior Laboratory Officer)	No. of post (Laboratory Officer)	No. of post (Laboratory Assistant)
1.	Bioscience and Bioengineering	-	1	-
2.	Central Computing and Communication Infrastructure (C3I)	1	-	1
3.	Central Workshop (CW)	-	1	1
4.	Civil Engineering	-	-	2
5.	Chemical Engineering	-	1	-
6.	Electrical Engineering	-	-	2
7.	Institute Innovation and Entrepreneurship Development Centre (I2EDC)	-	-	1
	<b>Total</b>	<b>1</b>	<b>3</b>	<b>7</b>

The essential, desirable qualifications and experience required for the above post(s), as per Serial Number, are as under:	
1	<p><b>Public Relations Officer, Level 10 of 7<sup>th</sup> CPC</b></p> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master degree in Mass Communication and Journalism or equivalent degree with 60% marks and above or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record from a recognized University/ Institute.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Master Degree in any discipline with 60% marks and above or its equivalent and Post Graduate Diploma in Journalism and Mass communications.</li> <li>(ii) Atleast five years of experience in the centre of any established English Newspaper/ periodical, national news agency, radio or television or film media or equivalent experience as Public Relation Officer in a recognized University.</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Working knowledge of Computer applications.</li> <li>(ii) Ability to communicate in local languages.</li> <li>(iii) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</li> <li>(iv) Two year's experience in writing reports/news/press release in print or electronic media.</li> <li>(v) Experience in handling social media.</li> </ul> <p><b>(c) By Deputation / on contract basis:</b></p> <ul style="list-style-type: none"> <li>(i) A person holding analogous post, or</li> <li>(ii) Having 05 years relevant experience in Pay Matrix Level 7/Level 8 (Pre-revised PB:2 GP Rs.4600/ 4800).</li> </ul> <p><b>(d) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Draft and distribute press releases about important events, achievements, and announcements.</li> <li>(ii) Arrange and manage media coverage for significant events and activities.</li> <li>(iii) Organize press conferences and media briefings as needed.</li> <li>(iv) Ensure effective communication within the institute, including newsletters, announcements, and updates.</li> <li>(v) Handle communication with external entities such as other educational institutions, government bodies, and the public.</li> <li>(vi) Coordinate and manage events like conferences, seminars, workshops, and public lectures.</li> <li>(vii) Develop promotional campaigns for various events and activities.</li> <li>(viii) Oversee the creation of institutional publications such as brochures, magazines, and annual reports.</li> <li>(ix) Manage the institute's website content and social media presence.</li> <li>(x) Develop and implement communication strategies during crises to maintain the institute's reputation.</li> <li>(xi) Address any issues or controversies that arise, providing accurate information to mitigate negative publicity.</li> <li>(xii) Maintain and strengthen relations with alumni through newsletters, events, and other communication channels.</li> <li>(xiii) Engage with the local community and foster relationships that benefit both the institute and the community.</li> <li>(xiv) Ensure consistent branding across all communication channels and materials.</li> <li>(xv) Work on strategies to enhance the public image and reputation of the institute.</li> <li>(xvi) Maintain records of all public relations activities and media coverage.</li> <li>(xvii) Provide reports on PR activities to the management, analysing the impact and reach of various campaigns.</li> <li>(xviii) Collaborate with different departments and faculty to gather information and promote their activities.</li> <li>(xix) Build and maintain a network of contacts within the media, academic, and corporate sectors.</li> <li>(xx) Coordinate the hospitality for major Institute events.</li> </ul>
2	<p><b>Assistant Registrar, Level 10 of 7<sup>th</sup> CPC</b></p> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master degree or its equivalent in any discipline from a recognized University with 60% marks and above or its equivalent Grade B in the UGC seven-point scale and consistently good academic record.</li> <li>(ii) Atleast 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&amp;D, student affairs, Finance /Audit &amp; Accounts, Estate Management etc. in the Pay Matrix Level 7/ Level 8 as per 7th CPC (Pre-revised PB-2: GP Rs.4600/4800) or equivalent.</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Preference will be given to those who have atleast 60% marks in all boards/University examination.</li> <li>(ii) A degree in Law / Management/Engineering / Actuarial Science from a recognized University/ Institute.</li> <li>(iii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute</li> <li>(iv) SAS qualified conducted by organized accounts and audit department.</li> <li>(v) Experience in handling computerized administration / financial matters.</li> <li>(vi) Proficiency in the use of the latest office automation tools and applications.</li> </ul> <p><b>(c) By Deputation / on contract basis:</b> Officers from the Central/ State Government or Institute of national importance or Universities/ University level Institution or PSU / Industry:</p> <ul style="list-style-type: none"> <li>(i) holding analogous post</li> <li>(ii) Possessing qualification as prescribed at 2 (a)</li> </ul> <p><b>(d) Job Responsibilities:</b> Assistant Registrar will hold a key administrative role with various responsibilities in different departments. The job responsibilities, depending upon deployment may include:</p> <ul style="list-style-type: none"> <li>(i) Handling day-to-day administrative work of the allotted section (Establishment, Academic, Accounts, Purchase, Legal, Student Affairs, etc.)</li> <li>(ii) Ensuring compliance with GFR 2017, ministry guidelines, and Institute purchase procedures.</li> <li>(iii) Scrutiny of proposals for financial implications before approval by competent authority.</li> <li>(iv) Handling student admissions, registration, and enrollment processes. This will involve ensuring compliance with institute policies and coordinating with various academic departments.</li> <li>(v) Managing academic records, grades, transcripts, and certifications. Ensuring accurate and timely dissemination of academic information to students and faculty.</li> <li>(vi) Overseeing the scheduling and conduct of examinations, including coordinating with faculty, invigilators, and exam centers. Ensuring adherence to examination rules.</li> </ul>

	<ul style="list-style-type: none"> <li>(vii) Ensuring compliance with statutory regulations, institute policies, and academic guidelines. Keeping abreast of regulatory changes and implementing necessary adjustments will be part of the duties of the AR.</li> <li>(viii) Organizing and coordinating academic events such as convocations, award ceremonies, and seminars. Liaising with various external agencies and internal departments to ensure smooth execution.</li> <li>(ix) Maintaining accurate records and databases related to student enrollment, academic performance, and institutional statistics. Generating reports as required by management and external agencies.</li> <li>(x) Addressing student grievances related to academic matters, enrollment issues, and administrative procedures. Serving as a point of contact for conflict resolution.</li> <li>(xi) Providing administrative support to senior management, academic committees, and boards. Participating in meetings, drafting minutes, and contributing to decision-making processes.</li> <li>(xii) Liaising with external agencies, government bodies, and educational institutions on matters related to student admissions, accreditation, and regulatory compliance.</li> <li>(xiii) Facilitating training sessions for staff and students on administrative procedures, academic regulations, and use of institutional systems.</li> </ul>
3	<b>Sports Officer, Level 10 of 7th CPC</b>
	<p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master degree with 60% marks and above in Physical Education / Sports Science or equivalent with 5 years of relevant experience in pay level 7/8 (Pre- revised PB-2: GP Rs. 4600/4800) in any recognized Institutions and should have represented University /Institute at State /National level and;</li> <li>(ii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>(i) Bachelor of Physical Education (B.P.Ed) or equivalent with 60% marks and above with 7 years of relevant experience in pay level 7/8 (Pre-revised PB-2: GP Rs. 4600/4800) any recognized Institutions and should have represented University /Institute at State /National level and;</li> <li>(ii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</li> </ul> <p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Planning, organizing, and conducting sports events, competitions, and tournaments within the institute.</li> <li>(ii) Planning logistics for sports events, including scheduling, transportation, accommodation, and equipment.</li> <li>(iii) Maintenance and management of sports facilities and equipment.</li> <li>(iv) Ensuring that all sports facilities are in good condition and safe for use by students and staff.</li> <li>(v) Development and implementation of training programs for various sports.</li> <li>(vi) Encouraging student participation in sports and fitness activities.</li> <li>(vii) Providing guidance and support to student athletes regarding their training and development.</li> <li>(viii) Acting as a point of contact for students, staff, and external stakeholders regarding sports-related matters.</li> <li>(ix) Ensuring compliance with health and safety regulations in all sports activities and facilities.</li> <li>(x) Promoting a culture of safety and well-being among students and staff involved in sports.</li> <li>(xi) Promoting sports programs and activities through various channels such as newsletters, social media, and events.</li> <li>(xii) Engaging with the neighbourhood communities to foster a positive image of the institute's sports programs.</li> <li>(xiii) Keeping up to date with the latest trends and developments in sports management and coaching.</li> <li>(xiv) Attending workshops, seminars, and training programs to enhance skills and knowledge in the field of sports.</li> </ul>
4	<b>Fire and Safety Officer, Level 8 of 7<sup>th</sup> CPC</b>
	<p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Bachelor Degree with at least 60% marks or equivalent CGPA from a recognized University/Institute.</li> <li>(ii) A diploma/certification for atleast one year duration in Fire and Safety Management/ Fire Technology &amp; Industrial Safety Management/ Safety and Disasters management or equivalent. (It will be relaxed if a candidate has a bachelor or PG degree in safety management or equivalent.</li> <li>(iii) 05 years' experience in the capacity of Supervisor or equivalent safety professional in Fire Fighting in the Civil/Defence Fire Service department/Public Undertaking/ CFTIs or in a reputed private organisation.</li> <li>(iv) Must be able to handle fire arms with sound health and active habits.</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/University examinations</li> <li>(ii) have undertaken the role and responsibilities mentioned above in reputed Institutions/organization.</li> <li>(iii) Post Graduate Degree / Advanced Diploma in Industrial Safety with 5 years of relevant experience in the field of safety in Academic Institute of Higher Education/ Industry.</li> <li>(iv) Having valid driving license for LMVs.</li> </ul> <p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Developing, implementing, and maintaining fire safety policies and procedures.</li> <li>(ii) Conducting regular fire risk assessments and safety audits.</li> <li>(iii) Inspecting campus buildings and facilities to identify potential fire hazards.</li> <li>(iv) Ensuring that fire prevention measures are in place and up to date, such as fire alarms, extinguishers, and sprinkler systems.</li> <li>(v) Developing and implementing emergency response plans for fire incidents.</li> <li>(vi) Organizing and conducting regular fire drills and evacuation exercises.</li> <li>(vii) Providing fire safety training to students, staff, and faculty.</li> <li>(viii) Conducting fire safety awareness programs and workshops.</li> <li>(ix) Ensuring compliance with national and local fire safety regulations and standards.</li> <li>(x) Liaising with fire departments and regulatory bodies to stay updated on fire safety requirements.</li> <li>(xi) Leading the response to fire emergencies on campus.</li> <li>(xii) Coordinating with local fire departments and emergency services during fire incidents.</li> <li>(xiii) Overseeing the regular maintenance and testing of fire safety equipment and systems.</li> <li>(xiv) Ensuring that fire exits, alarms, and other safety systems are functioning properly.</li> </ul>

	<ul style="list-style-type: none"> <li>(xv) Maintaining accurate records of fire safety inspections, incidents, and training activities.</li> <li>(xvi) Preparing and submitting reports on fire safety status and incidents to the administration.</li> <li>(xvii) Analysing fire risks and developing strategies to mitigate them.</li> <li>(xviii) Recommending improvements to fire safety practices and infrastructure.</li> <li>(xix) Working closely with other departments and stakeholders to ensure a cohesive approach to fire safety.</li> <li>(xx) Advising the administration on fire safety matters and improvements.</li> <li>(xxi) Assessing fire safety for campus events and ensuring appropriate measures are in place.</li> <li>(xxii) Coordinating with event organizers to ensure compliance with fire safety protocols.</li> <li>(xxiii) Investigating fire incidents to determine causes and recommend preventive measures.</li> <li>(xxiv) Collaborating with law enforcement and other agencies during fire investigations.</li> </ul>
5	<b>Senior Laboratory Officer, Level 8 of 7th CPC</b> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master Degree in Engg./Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 05 year relevant experience in the Pay Matrix Level 6 (Pre-revised PB:2 GP Rs.4200) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 07 years relevant experience in the Pay Matrix Level 6 (Pre-revised PB:2 GP Rs.4200) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Bachelor's Degree in Science (Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 08 years relevant experience in the Pay Matrix Level 6 (Pre-revised PB:2 GP Rs.4200) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Three years Diploma in Engineering or equivalent in appropriate field (after 10/10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 08 year relevant experience in the Pay Matrix Level 6 (Pre-revised PB:2 GP Rs.4200) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Proficiency in the use of the latest office automation tools and applications.</li> </ul> <p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Management, configuration, and maintenance of web servers, websites, and web-based applications/portals of the Institute.</li> <li>(ii) Maintenance of digital records, databases, and portal-generated reports, ensuring data accuracy and confidentiality.</li> <li>(iii) Coordination with concerned administrative sections for smooth functioning of websites and portals.</li> <li>(iv) Prepare and setup laboratory equipment and materials for experiments and classes.</li> <li>(v) Ensure all equipment is functioning properly and is well maintained.</li> <li>(vi) Conduct routine calibration and troubleshooting of laboratory equipment.</li> <li>(vii) Assist in design and execution of experiments.</li> <li>(viii) Support faculty and researchers in conducting scientific investigations and experiments.</li> <li>(ix) Collect, analyze and interpret experimental data.</li> <li>(x) Implement and enforce laboratory safety protocols, and ensure compliance with safety regulations</li> <li>(xi) Provide technical support to students, researchers and faculty members.</li> <li>(xii) Demonstrate the use of laboratory equipment and techniques to students and staff.</li> <li>(xiii) Inventory Management: <ul style="list-style-type: none"> <li>(aa) Manage laboratory supplies including ordering, stocking and tracking inventory and bill processing.</li> <li>(ab) Maintain records of equipment and supply usage</li> </ul> </li> <li>(xiv) Documentation and Reporting: <ul style="list-style-type: none"> <li>(aa) Maintain accurate and detailed records of experiments, procedures and results.</li> <li>(ab) Prepare reports and summaries of research findings for faculty and research staff.</li> </ul> </li> <li>(xv) Lab Scheduling and Coordination: <ul style="list-style-type: none"> <li>(aa) Coordinate the scheduling and use of laboratory facilities and equipment</li> <li>(ab) Organize and oversee the smooth functioning of laboratory classes and sessions.</li> </ul> </li> <li>(xvi) Training: <ul style="list-style-type: none"> <li>(aa) Train and supervise junior laboratory assistants, interns and students</li> <li>(ab) Provide guidance and mentorship to students working on laboratory projects and assignments</li> </ul> </li> <li>(xvii) Quality Control: <ul style="list-style-type: none"> <li>(aa) Monitor the quality and accuracy of laboratory work conducted by junior staff and students.</li> <li>(ab) Ensure adherence to standard operating procedures (SOPs) and best practices.</li> </ul> </li> </ul>
6	<b>Laboratory Officer, Level 6 of 7th CPC</b> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master Degree in Engg./ Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 05 year relevant experience in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Bachelor's Degree in Science (Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 06 year relevant experience in the Pay Matrix Level 4 (Pre- revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others. OR Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 06 year relevant experience in the Pay Matrix Level 4 (Pre- revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Others.</li> </ul>

	<p><b>(b) Desirable:</b></p> <p>(i) Proficiency in the use of the latest office automation tools and applications.</p> <p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <p>(i) Laboratory Setup and Maintenance:</p> <p>(aa) Prepare and setup laboratory equipment and materials for experiments and classes.</p> <p>(ab) Ensure all equipment is functioning properly and is well maintained.</p> <p>(ac) Conduct routine calibration and troubleshooting of laboratory equipment.</p> <p>(ad) Monitoring and controlling environmental conditions in the laboratory such as temperature and humidity.</p> <p>(ii) Conducting Experiments:</p> <p>(aa) Assist in design and execution of experiments</p> <p>(ab) Support faculty and researchers in conducting scientific investigations and experiments</p> <p>(ac) Collect, analyze and interpret experimental data.</p> <p>(ad) Implement and enforce laboratory safety protocols, and ensure compliance with safety regulations</p> <p>(iii) Technical Assistant:</p> <p>(aa) Provide technical assistance and support to students, researchers and faculty members.</p> <p>(ab) Demonstrate the use of laboratory equipment and techniques to students and staff.</p> <p>(iv) Inventory Management:</p> <p>(aa) Manage laboratory supplies including ordering, stocking and tracking inventory</p> <p>(ab) Maintain records of equipment and supply usage</p> <p>(v) Documentation and Reporting:</p> <p>(aa) Maintain accurate and detailed records of experiments, procedures and results.</p> <p>(ab) Prepare reports and summaries of research findings for faculty and research staff.</p> <p>(vi) Lab Scheduling and Coordination:</p> <p>(aa) Coordinate the scheduling and use of laboratory facilities and equipment</p> <p>(ab) Organize and oversee the smooth functioning of laboratory classes and sessions.</p> <p>(vii) Quality Control:</p> <p>(aa) Monitor the quality and accuracy of laboratory work conducted by junior staff and students.</p> <p>(ab) Ensure adherence to standard operating procedures (SOPs) and best practices.</p>
7	<b>Junior Section Officer, Level 6 of 7<sup>th</sup> CPC</b>
	<p><b>(a) Essential:</b></p> <p>(i) Master Degree in any discipline from recognized university with 60% marks and above and 03 year experience in Administration/Accounts/Audit/Purchase etc.as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p>OR</p> <p>Bachelor's Degree in any discipline from recognized university with 60% marks and above and 05 years' experience in Administration/Accounts/Audit/Purchase etc as Senior Assistant or equivalent in the Pay Matrix Level 4 (Pre-revised PB:2 GP Rs.2400) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</p> <p><b>(b) Desirable:</b></p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) Higher Degree / PG Diploma in relevant discipline like H.R, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> <p>(iii) Proficiency in the use of the latest office automation tools and applications.</p> <p><b>(c) Job Responsibilities:</b> The job responsibilities of Junior Section Officer will include:</p> <p>(i) Providing administrative support to the Head of Department (HoD) or other senior officials in the department.</p> <p>(ii) Other duties of a Junior Section Officer will include a range of administrative responsibilities to support the functioning of various departments or sections within the institute:</p> <p>(aa) To handle the estate management/ purchase &amp; procurement/ accounts &amp; audit/ hospitality/ academic/ recruitment/ legal, R&amp;D and establishment matters etc.</p> <p>(ab) Coordinating activities within the department, including scheduling meetings, handling correspondence, and managing communication.</p> <p>(ac) Maintaining and organizing departmental documents, files, and records.</p> <p>(ad) Assisting in budget preparation, financial transactions, and expenditure monitoring for the department.</p> <p>(ae) Handling administrative tasks related to human resources such as recruitment processes, attendance monitoring, and leave management.</p> <p>(af) Organizing departmental events, workshops, seminars, and conferences.</p> <p>(ag) Managing student-related administrative tasks such as enrollment, examination processes, and student records.</p> <p>(ah) Coordinating procurement processes for goods and services required by the department.</p> <p>(ai) Overseeing the maintenance and utilization of departmental facilities and infrastructure.</p> <p>(aj) Assisting in the implementation of institute policies and procedures within the department.</p> <p>(ak) Acting as a liaison between the department and other administrative units within the institute.</p> <p>(al) Preparing reports, presentations, and data analysis as required by departmental heads or higher authorities.</p> <p>(am) Ensuring compliance with regulatory requirements and institute guidelines within the department.</p> <p>(an) Handling any other administrative duties as assigned by the department head or higher authorities.</p>
8	<b>Assistant Sports Officer, Level 6 of 7<sup>th</sup> CPC</b>
	<p><b>(a) Essential:</b></p> <p>(i) Bachelor of Physical Education (B.P.Ed) or equivalent with 60% marks and above with 3 years of relevant experience in any recognized Institutions and should have represented University /Institute at State /National level and;</p> <p>(ii) Should have specialization in atleast one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.</p> <p><b>(b) Desirable:</b></p> <p>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</p> <p>(ii) N.I.S Coaching Diploma holders and medal winners in inter University / national games will be given preference.</p> <p>(iii) Should have represented at international level.</p> <p>(iv) Certificate from national/international federation recognized by Gol.</p> <p>(v) Atleast 02 years of experience in coaching at University level.</p>

	<p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Assisting in planning, organizing, and conducting sports events, competitions, and tournaments within the institute.</li> <li>(ii) Coordinating logistics for sports events, including scheduling, transportation, accommodation, and equipment.</li> <li>(iii) Assisting in the maintenance and management of sports facilities and equipment.</li> <li>(iv) Ensuring that all sports facilities are in good condition and safe for use by students and staff.</li> <li>(v) Assisting in the development and implementation of training programs for various sports.</li> <li>(vi) Supporting coaches in conducting training sessions and providing necessary administrative assistance.</li> <li>(vii) Encouraging student participation in sports and fitness activities.</li> <li>(viii) Providing guidance and support to student athletes regarding their training and development.</li> <li>(ix) Maintaining records of sports activities, events, and student participation.</li> <li>(x) Preparing reports, maintaining databases, and managing correspondence related to sports activities.</li> <li>(xi) Acting as a point of contact for students, staff, and external stakeholders regarding sports-related matters.</li> <li>(xii) Ensuring compliance with health and safety regulations in all sports activities and facilities.</li> <li>(xiii) Promoting a culture of safety and well-being among students and staff involved in sports.</li> <li>(xiv) Promoting sports programs and activities through various channels such as newsletters, social media, and events.</li> <li>(xv) Engaging with the neighbourhood communities to foster a positive image of the institute's sports programs.</li> <li>(xvi) Keeping up to date with the latest trends and developments in sports management and coaching.</li> <li>(xvii) Attending workshops, seminars, and training programs to enhance skills and knowledge in the field of sports.</li> </ul>
9	<p><b>Laboratory Assistant, Level 5 of 7<sup>th</sup> CPC</b></p> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master's Degree in Engg./ Science or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 01 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others. OR Bachelor Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 02 year relevant experience at Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others. OR Bachelor's Degree in Science(Three years) or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre- revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others. OR Three years Diploma in Engineering or equivalent in appropriate field (after 10+2) with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and 03 year relevant experience at Pay Matrix Level 2 (Pre- revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others.</li> </ul> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Proficiency in the use of the latest office automation tools, applications and latest trade related softwares.</li> </ul> <p><b>(c) Job Responsibilities:</b> The job responsibilities include:</p> <ul style="list-style-type: none"> <li>(i) Laboratory Setup and Maintenance: <ul style="list-style-type: none"> <li>(aa) Prepare and setup laboratory equipment and materials for experiments and classes (e.g., setting up oscilloscopes, signal generators and other electronic instruments for an electronics lab, calibrating pH meters, Spectrometers and other analytical instruments, assist in the setup of high-performance liquid chromatography (HPLC) systems etc.)</li> <li>(ab) Ensure all equipment is functioning properly and is well maintained (e.g., ensuring proper sterilization of lab equipment and workspaces in a bio safety lab).</li> <li>(ac) Conduct routine calibration and troubleshooting of laboratory equipment.</li> <li>(ad) Monitoring and controlling environmental conditions in the laboratory such as temperature and humidity.</li> </ul> </li> <li>(ii) Conducting Experiments: <ul style="list-style-type: none"> <li>(aa) Assist in design and execution of experiments</li> <li>(ab) Support faculty and researchers in conducting scientific investigations and experiments</li> <li>(ac) Collection of experimental data.</li> <li>(ad) Implement and enforce laboratory safety protocols, and ensure compliance with safety regulations.</li> <li>(ae) Setting up apparatus and equipment for undergraduate and postgraduate lab sessions</li> </ul> </li> <li>(iii) Technical Assistant: <ul style="list-style-type: none"> <li>(aa) Demonstrate the use of laboratory equipment and techniques to students and staff.</li> <li>(ab) Assist in training students and new laboratory users on proper laboratory techniques and safety protocols.</li> </ul> </li> <li>(iv) Inventory Management: <ul style="list-style-type: none"> <li>(aa) Manage laboratory supplies including ordering, stocking and tracking inventory</li> <li>(ab) Maintain records of equipment and supply usage</li> </ul> </li> <li>(v) Documentation and Reporting: <ul style="list-style-type: none"> <li>(aa) Maintain accurate and detailed records of experiments, procedures and results.</li> <li>(ab) Prepare reports and summaries of research findings for faculty and research staff.</li> </ul> </li> <li>(vi) Lab Scheduling and Coordination: <ul style="list-style-type: none"> <li>(aa) Assist in the scheduling and use of laboratory facilities and equipment</li> <li>(ab) Oversee the smooth functioning of laboratory classes and sessions.</li> </ul> </li> <li>(vii) Quality Control: <ul style="list-style-type: none"> <li>(aa) Monitor the quality and accuracy of laboratory work conducted by junior staff and students.</li> <li>(ab) Ensure adherence to standard operating procedures (SOPs) and best practices.</li> </ul> </li> </ul>
10	<p><b>Senior Assistant, Level 5 of 7<sup>th</sup> CPC</b></p> <p><b>(a) Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master Degree in any discipline from recognized university with 60% marks and above and 01 year experience in Administration/Accounts/Audit/Purchase etc as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings/Others. OR</li> </ul>

	<p>Bachelor's Degree in any discipline from recognized university with 60% marks and above and 03 years' experience in Administration/Accounts/Audit/Purchase etc. as Junior Assistant or equivalent in the Pay Matrix Level 2 (Pre-revised PB:2 GP Rs.1900) or equivalent level and above in Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings/Others.</p> <p><b>(b) Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Preference will be given to those who have atleast 60% marks in all boards/ University examination.</li> <li>(ii) Proficiency in the use of the latest office automation tools and applications.</li> </ul> <p><b>(c) Job Responsibilities:</b></p> <p>The job responsibilities of Senior Assistant will include:</p> <ul style="list-style-type: none"> <li>(i) Providing administrative support to the Head of Section (HoS) or other senior officials in the Section.</li> <li>(ii) Other duties of a Senior Assistant will include a range of administrative responsibilities to support the functioning of various departments or sections within the institute: <ul style="list-style-type: none"> <li>(aa) To handle the estate management/ purchase &amp; procurement/ accounts &amp; audit/ hospitality/ academic/ recruitment/ legal, R&amp;D and establishment matters etc.</li> <li>(ab) Coordinating activities within the department, including scheduling meetings, handling correspondence, and managing communication.</li> <li>(ac) Maintaining and organizing departmental documents, files, and records.</li> <li>(ad) Assisting in budget preparation, financial transactions, and expenditure monitoring for the department.</li> <li>(ae) Handling administrative tasks related to human resources such as recruitment processes, attendance monitoring, and leave management.</li> <li>(af) Organizing departmental events, workshops, seminars, and conferences.</li> <li>(ag) Managing student-related administrative tasks such as enrollment, examination processes, and student records.</li> <li>(ah) Coordinating procurement processes for goods and services required by the department.</li> <li>(ai) Overseeing the maintenance and utilization of departmental facilities and infrastructure.</li> <li>(aj) Assisting in the implementation of institute policies and procedures within the department.</li> <li>(ak) Acting as a liaison between the department and other administrative units within the institute.</li> <li>(al) Preparing reports, presentations, and data analysis as required by departmental heads or higher authorities.</li> <li>(am) Ensuring compliance with regulatory requirements and institute guidelines within the department.</li> <li>(an) Handling any other administrative duties as assigned by the department head or higher authorities</li> </ul> </li> </ul>
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## सामान्य सूचना एवं निर्देश/GENERAL INFORMATION & INSTRUCTIONS

1

### सूचना/Information:

- (a) उपर्युक्त 7वें केंद्रीय वेतन आयोग के अनुसार वेतन मैट्रिक्स में निर्धारित वेतन के अतिरिक्त, इन पदों पर संबंधित वेतनमान में भारतीय प्रौद्योगिकी संस्थान जम्मू के नियमों के अधीन अनुमन्य सामान्य भत्ते भी देय होंगे।  
In addition to the pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT Jammu rules in the corresponding Pay Scale.
- (b) प्रत्येक चरण (यथा लागू लिखित परीक्षा एवं प्रवीणता/कंप्यूटर टेस्ट/ट्रेड टेस्ट/अन्य परीक्षा) में अर्हता प्राप्त करने हेतु न्यूनतम अंक प्रत्येक में अलग-अलग 50% होंगे। तथापि, अंतिम कुल अर्हता अंक कुल योग का 60% होना अनिवार्य है (अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग के अभ्यर्थियों को भारत सरकार के नियमानुसार छूट/रियायत प्रदान की जा सकती है)। प्रथम चरण में अर्हता अंक प्राप्त करने वाले अभ्यर्थियों को अगले चरण के लिए आमंत्रित किया जाएगा। समूह 'B' एवं 'C' के पदों हेतु, लिखित परीक्षा (प्रथम चरण) में उत्तीर्ण होने वाले अभ्यर्थियों को चयन प्रक्रिया के अगले चरण यानी प्रवीणता/कंप्यूटर टेस्ट/ट्रेड टेस्ट (द्वितीय चरण) के लिए बुलाया जाएगा। तथापि, वास्तविक चयन संबंधित चयन समिति द्वारा निर्धारित इस न्यूनतम स्तर से ऊपर की वरीयता के आधार पर सुनिश्चित किया जाएगा।  
The minimum qualifying marks (as applicable) for Written & Proficiency / Computer Test/ Trade Test/ Other Test to qualify for each stage shall be minimum 50% individually, however the final total qualifying marks shall be 60% of the total marks (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). The candidate getting the qualifying marks in Stage I will be called for next stage. In group 'B' & 'C' posts the candidates who will qualify the Written Test (stage I) will be called for Proficiency/ Computer Test / Trade Test (Stage II) 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).
- (c) भारत सरकार के मानदंडों के अनुसार आरक्षण नीति का अनुपालन किया जाता है।  
Reservation policy as per Gol norms is followed:

श्रेणी/Category	आयु सीमा में छूट/Age Relaxation
अनुसूचित जाति/अनुसूचित जनजाति/SC/ ST	केवल आरक्षित पदों के विरुद्ध 5 वर्ष/5 years against reserved post only.
अन्य पिछड़ा वर्ग/OBC	केवल आरक्षित पदों के विरुद्ध 03 वर्ष/03 years against reserved post only
दिव्यांगजन न्यूनतम 40% दिव्यांगता के साथ/PwD with minimum 40% disability	भारत सरकार के मानदंडों के अनुसार/As per Gol norms.
भूतपूर्व सैनिक/Ex-servicemen	भारत सरकार के मानदंडों के अनुसार/As per Gol norms.

**नोट: अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग - गैर-क्रीमी लेयर तथा आर्थिक रूप से कमजोर वर्ग के लिए, जहाँ भी लागू और स्वीकार्य हो, आयु सीमा में छूट का प्रावधान है। ऑनलाइन पंजीकरण की अंतिम तिथि तक भारत सरकार द्वारा आयु सीमा में छूट के संबंध में किए गए किसी भी संशोधन/संशोधित प्रावधानों पर विचार किया जा सकता है।**

**Note - Age relaxation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non-Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible. Any revision in the age relaxation by GOI till the closing date of the online registration may be considered.**

- (d) अन्य पिछड़ा वर्ग (गैर-क्रीमी लेयर) श्रेणी के अंतर्गत आरक्षण हेतु केवल 01.04.2025 को या उसके बाद जारी प्रमाण पत्र पर ही विचार किया जाएगा। प्रमाण पत्र में इस बात का स्पष्ट उल्लेख होना चाहिए कि अभ्यर्थी 'गैर-क्रीमी लेयर' से संबंधित है और अभ्यर्थी की जाति ओबीसी की राज्य-वार केंद्रीय सूची में सम्मिलित होनी चाहिए। इसी प्रकार, आर्थिक रूप से कमजोर वर्ग श्रेणी के अंतर्गत आरक्षण के लिए भी केवल 01.04.2025 को या उसके बाद जारी प्रमाण पत्र ही मान्य होंगे। ईडब्ल्यूएस श्रेणी के दावे के समर्थन में केवल सक्षम प्राधिकारी द्वारा निर्धारित प्रपत्र में जारी प्रमाण पत्र को ही पर्याप्त साक्ष्य के रूप में स्वीकार किया जाएगा; इसके अतिरिक्त अन्य किसी भी प्रमाण पत्र को पर्याप्त साक्ष्य के रूप में स्वीकार नहीं किया जाएगा।  
The OBC (Non-creamy layer) certificate issued on or after 01.04.2025 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. Also, for Economically Weaker Section (EWS) certificate issued on or after 01.04.2025 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.
- (e) आरक्षण का लाभ प्राप्त करने हेतु, अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़ा वर्ग-नॉन क्रीमी लेयर के अभ्यर्थियों को दस्तावेज़ सत्यापन के समय सक्षम प्राधिकारी द्वारा निर्गत वैध जाति प्रमाण पत्र प्रस्तुत करना अनिवार्य है।



	<p>For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities at the time of document verification.</p>
(f)	<p>इसके अतिरिक्त, अन्य पिछड़ा वर्ग-नॉन क्रीमी लेयर के उम्मीदवारों के मामले में, प्रमाणपत्र में विशेष रूप से यह उल्लेख होना चाहिए कि उम्मीदवार भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या 36012/22/93-स्था. दिनांक 08.09.1993 की अनुसूची के कॉलम 3 में वर्णित व्यक्तियों/वर्गों (संपन्न वर्ग/क्रीमी लेयर) से संबंधित नहीं है, जिसमें कार्यालय ज्ञापन संख्या 36033/3/2004-स्था. दिनांक 09.03.2004 के माध्यम से किए गए आगामी संशोधन और ऑनलाइन पंजीकरण की अंतिम तिथि तक प्राप्त अन्य उत्तरवर्ती संशोधन (यदि कोई हो) शामिल हैं। इस विज्ञापन के विरुद्ध आवेदन करते समय उम्मीदवार को यह सुनिश्चित करना चाहिए कि वह अन्य पिछड़ा वर्ग-नॉन क्रीमी लेयर श्रेणी के अंतर्गत आता/आती है। ऐसे उम्मीदवारों को दस्तावेज़ सत्यापन के दौरान निर्धारित प्रारूप में एक वैध ओबीसी प्रमाणपत्र प्रस्तुत करना होगा। इसके अलावा, श्रेणी प्रमाणपत्र के अतिरिक्त, यदि आवश्यक हो, तो दस्तावेज़ सत्यापन के दौरान उम्मीदवार द्वारा यह घोषणा पत्र भी प्रस्तुत किया जाना अनिवार्य है कि वह 'क्रीमी लेयर' से संबंधित नहीं है; अन्यथा, आरक्षित श्रेणी के लिए उनके दावे को स्वीकार नहीं किया जाएगा और ऐसे उम्मीदवारों की उम्मीदवारी/आवेदन पर, सामान्य (अनारक्षित) श्रेणी के लिए निर्धारित सभी पात्रता शर्तों को पूरा करने की स्थिति में, केवल सामान्य रिक्तियों के विरुद्ध ही विचार किया जाएगा।</p> <p>Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 &amp; its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE registration. The candidate should ensure that he/she belongs to the OBC- Non-Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.</p>
(g)	<p>सभी अभ्यर्थी, अपनी श्रेणी पर ध्यान दिए बिना, अनारक्षित रिक्तियों के विरुद्ध विचार किए जाने के पात्र हैं, बशर्ते वे अनारक्षित श्रेणी के अभ्यर्थियों के लिए निर्धारित पात्रता मानदंडों को पूरा करते हों। हालांकि, विशिष्ट श्रेणियों अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग (गैर-क्रीमी लेयर), आर्थिक रूप से कमजोर वर्ग के लिए आरक्षित/चिह्नित रिक्तियों के विरुद्ध केवल संबंधित श्रेणी से संबंधित अभ्यर्थियों पर ही विचार किया जाएगा। All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific categories (SC/ST/OBC-NCL/EWS), only candidates belonging to that category will be considered.</p>
(h)	<p>भारतीय प्रौद्योगिकी संस्थान जम्मू एक ऐसे कार्यबल के निर्माण हेतु प्रयासरत है जिसमें लैंगिक संतुलन परिलक्षित हो, अतः महिला अभ्यर्थियों को आवेदन करने के लिए प्रोत्साहित किया जाता है। IIT Jammu strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.</p>
(i)	<p>भारतीय प्रौद्योगिकी संस्थानों के ऐसे कर्मचारी जो निर्धारित शैक्षणिक योग्यता/अर्हता रखते हैं, उन्हें इन पदों पर सीधी भर्ती हेतु अधिकतम 50 वर्ष की आयु तक विचारणीय माना जा सकता है। 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.</p>
(j)	<p>संस्थान के पास किसी भी ऐसे उम्मीदवार को संविदा आधार पर चयनित करने का अधिकार सुरक्षित है, जिसने किसी मौलिक पद (सीधी भर्ती/प्रतिनियुक्ति) के लिए आवेदन किया हो, बशर्ते चयन समिति नियमित नियुक्तियों के समान लाभों/परिलब्धियों के साथ ऐसी अनुशंसा करे। संविदा के आधार पर नियुक्तियाँ प्रारंभ में 02 वर्ष की अवधि के लिए की जाएंगी, जिन्हें वर्ष-दर-वर्ष आधार पर अधिकतम 05 वर्ष की अवधि तक बढ़ाया जा सकता है। संबंधित पदधारी के नियमितीकरण अथवा अन्य स्थिति पर विचार एक समिति द्वारा उनके कार्य-निष्पादन या संस्थान की आवश्यकता के आधार पर किया जाएगा। The Institute reserves the right to select any candidate on contractual basis who has applied for any substantive position (Direct/Deputation), 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 will be considered based on their performance or institute's requirement by a committee.</p>
(k)	<p>निर्धारित योग्यता और अनुभव की पूर्ति करना एक अनिवार्य शर्त है। भर्ती/चयन प्रक्रिया के विभिन्न चरणों में आगे बढ़ने के दौरान, सामान्य मानकों का अनुपालन करते हुए अभ्यर्थियों को उपरोक्तानुसार लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार के लिए आमंत्रित किया जाएगा। जैसा कि पूर्वोक्त है, संस्थान मानक (बेंचमार्क) निर्धारित करने तथा लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार हेतु केवल उन पात्र</p>

अभ्यर्थियों को बुलाने के लिए स्वतंत्र है जो निर्धारित मानक से ऊपर हों। इसके अतिरिक्त, भारतीय प्रौद्योगिकी संस्थान जम्मू के पास यह अधिकार सुरक्षित है कि वह किसी भी विशेष परिस्थिति या आपात स्थिति में बिना कोई कारण बताए विज्ञापित किसी भी पद को न भरने का निर्णय ले सके। Fulfilment 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 without assigning any reason thereof.**

- (l) (i) संस्थान द्वारा विज्ञापित पदों हेतु एक बहु-चरणीय मूल्यांकन प्रक्रिया आयोजित की जाएगी। विज्ञापित पदों की आवश्यकतानुसार, इस प्रक्रिया में स्क्रीनिंग, लिखित परीक्षा, दक्षता परीक्षा, कंप्यूटर परीक्षण, प्रस्तुतीकरण अथवा समूह 'A' के पदों हेतु साक्षात्कार सम्मिलित हो सकते हैं। अंतिम वरीयता सूची की गणना निम्नलिखित में से किसी एक पद्धति पर आधारित हो सकती है।

The Institute will conduct a multistage assessment process for advertised positions. This may include screening, written test/proficiency test/computer test/presentation/ interviews for Group A as per requirement of advertised post. The final merit calculation may involve one of the following: -

**I:** प्रत्येक चरण एक निष्कासन दौर होगा, अतः अगले चरण के लिए पात्र होने हेतु अभ्यर्थी को प्रत्येक स्तर की परीक्षा में सफल/उत्तीर्ण होना अनिवार्य है।/Each Stage will be an elimination round, so the candidate has to qualify for each test to appear for next stage.

**II:** विभिन्न चरणों से प्राप्त समग्र अंक एवं प्रदर्शन/Cumulative marks/performances from multiple stages

**III:** उपरोक्त बिंदु I एवं II में वर्णित प्रक्रियाओं के संयुक्त आधार पर अंतिम चयन।/A combination of involved processes in points I & II above Final selection.

(ii) संस्थान विज्ञापित पदों के लिए एक बहु-चरणीय मूल्यांकन प्रक्रिया आयोजित करेगा। इसमें विज्ञापित पद की आवश्यकता के अनुसार समूह 'B' एवं 'C' के पदों हेतु स्क्रीनिंग, लिखित परीक्षा/प्रवीणता परीक्षा/कंप्यूटर टेस्ट शामिल हो सकते हैं। अंतिम मेरिट की गणना में निम्नलिखित में से किसी एक प्रक्रिया को सम्मिलित किया जा सकता है। प्रत्येक चरण एक निष्कासन दौर होगा, अतः अगले चरण हेतु पात्र होने के लिए अभ्यर्थी को प्रत्येक परीक्षण में उत्तीर्ण होना अनिवार्य है।

The Institute will conduct a multistage assessment process for advertised positions. This may include screening, written test/proficiency test/computer test for Group B & C as per requirement of advertised post. Each Stage will be an elimination round, so the candidate has to qualify for each test to appear for next stage.

- (m) **संस्थान भर्ती के चरणों को घटाने या बढ़ाने का अधिकार सुरक्षित रखता है।** भर्ती के सभी चरण बिना किसी पूर्व सूचना के एक ही दिन आयोजित किए जा सकते हैं। तथापि, वास्तविक चयन संबंधित चयन समिति द्वारा निर्धारित इस न्यूनतम स्तर से ऊपर की योग्यता पर निर्भर करेगा। **The Institute reserves the right to reduce/ increase the stages of recruitment.** All stages may be conducted on the same day without any prior notice. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

- (n) समूह 'A' के पदों हेतु लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार के लिए आमंत्रित बाहरी अभ्यर्थियों को उनके कार्यस्थल अथवा निवास स्थान से भारतीय प्रौद्योगिकी संस्थान जम्मू तक चयन प्रक्रिया में सम्मिलित होने एवं वापसी हेतु लघुतम मार्ग का द्वितीय श्रेणी वातानुकूलित रेल किराया प्रदान किया जाएगा। समूह 'B' एवं समूह 'C' के पदों हेतु द्वितीय श्रेणी शयनयान रेल किराया देय होगा। यात्रा व्यय की प्रतिपूर्ति अभ्यर्थी के बैंक खाते में आर.टी.जी.एस. के माध्यम से की जाएगी; आयोजन स्थल पर नकद भुगतान का कोई प्रावधान नहीं है।

Outstation candidates called for Written Test/Proficiency Test/Computer Test/Interview for Group 'A' posts will be paid 2nd AC Railway Fare and Group 'B' and Group 'C' posts will be paid 2nd sleeper Railway Fare from the place of duty/residence to the IIT Jammu for selection process 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.

- (o) इन पदों के लिए अधिवर्षिता आयु 60 वर्ष है।  
Age of superannuation for the posts is 60 years.
- (p) भारतीय प्रौद्योगिकी संस्थान में कार्यरत ऐसे उपयुक्त/पात्र उम्मीदवार, जिनकी न्यूनतम तीन वर्ष की सेवा (कुल सेवा, जो अनिवार्य रूप से निरंतर न हो) हो और जो नियमित/परिवीक्षाधीन/वेतनमान अनुबंध या संविदा (समेकित आधार) पर कार्यरत हों, उन्हें छूट (यदि कोई हो) प्रदान करने का निर्णय निदेशक, भारतीय प्रौद्योगिकी संस्थान जम्मू द्वारा लिया जा सकता है। अन्य किसी भी प्रकार की सेवा के लिए कोई छूट देय नहीं होगी। इसके अतिरिक्त, चयन प्रक्रिया के दौरान उत्पन्न होने वाले किसी भी विवाद/अस्पष्टता/भ्रम की स्थिति में, निदेशक भारतीय प्रौद्योगिकी संस्थान जम्मू का निर्णय अंतिम होगा।

Relaxation, if any, may be decided by the Director, IIT Jammu to suitable/deserving candidates working in IITs with minimum three-year service (total not necessarily continuous service) who are either employed as regular/on probation/on scale contract or contractual (consolidated basis). No relaxation is applicable to any other nature of service. Also, in case

	<p>of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.</p> <p>(q) विज्ञापन की नियम एवं शर्तें, जैसे वेतन स्तर, ग्रेड पे, भर्ती की पद्धति आदि, भारतीय प्रौद्योगिकी संस्थान जम्मू के भर्ती एवं पदोन्नति मानदंडों के अनुसार समय-समय पर होने वाले संशोधनों के अधीन हैं। The Terms and Conditions of the advertisement such as Pay Level/ Grade Pay/ Mode of Recruitment etc. are subject to amendments from time to time as per Recruitment &amp; Promotion Norms of IIT Jammu.</p> <p>(r) आरक्षित श्रेणियों सहित रिक्तियों की संख्या अनंतिम है और वास्तविक आवश्यकता के आधार पर इनमें परिवर्तन हो सकता है। नियुक्तियाँ पूर्णतः आवश्यकता के आधार पर ही की जाएंगी। Number of vacancies including those under reserved categories are provisional and may change, depending on the actual requirement and appointments will be made strictly on need basis.</p> <p>(s) अभ्यर्थी की पात्रता, लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार से संबंधित सभी मामलों में संस्थान का निर्णय अंतिम होगा तथा सभी अभ्यर्थियों के लिए बाध्यकारी होगा। Decision of the Institute in all matter relating to the eligibility of the candidate, Written Test/Proficiency Test/Computer Test/Interview would be final and binding on all the candidates.</p> <p>(t) चयनित अभ्यर्थियों की नियुक्ति, संस्थान की आवश्यकताओं के अनुसार स्वास्थ्य परीक्षण में उपयुक्त पाए जाने के अधीन होगी। The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.</p> <p>(u) इंस्टीट्यूट के पास रिक्रूटमेंट प्रोसेस के किसी भी स्टेज पर, जिसमें अपॉइंटमेंट से पहले, अपॉइंटमेंट के समय, या सर्विस के दौरान कैंडिडेट के जमा किए गए पिछले रिकॉर्ड और डॉक्यूमेंट्स को वेरिफाई करने का अधिकार है। यदि यह पाया जाता है कि अभ्यर्थी द्वारा प्रस्तुत दस्तावेज जाली हैं या अभ्यर्थी का पूर्ववृत्त/पृष्ठभूमि संदिग्ध अथवा अस्वीकार्य है और उसने उक्त सूचना को छिपाया है, तो उसकी सेवाएँ तत्काल समाप्त कर दी जाएँगी। इसके अतिरिक्त, ऐसे अभ्यर्थियों/कर्मचारियों के विरुद्ध नियमानुसार कानूनी कार्रवाई भी प्रारंभ की जा सकती है। The Institute reserves the right to verify the antecedents and documents submitted by a candidate at any stage of the recruitment process, including prior to appointment, at the time of appointment, or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake, or the candidate has doubtful / unacceptable antecedents / background, or has suppressed any material information, his / her services shall be terminated forthwith and, in addition, legal action may be initiated against such candidate / employee as per law.</p> <p>(v) आवेदक की आयु विज्ञापन की अंतिम तिथि को निर्धारित आयु सीमा से अधिक नहीं होनी चाहिए। Age should not exceed the limit as on the last date of the advertisement.</p>
<b>2</b>	<p><b>आवेदकों के लिए निर्देश/Instructions for applicants:</b></p> <p>(a) निजी क्षेत्र से आवेदन करने वाले अभ्यर्थियों को विज्ञापित एवं घोषित अनुभव की अवधि हेतु नियोक्ता द्वारा जारी फॉर्म-16/आईटीआर/वेतन प्रमाणपत्र प्रस्तुत करना अनिवार्य है। इसके अतिरिक्त, केंद्र/राज्य या केंद्र शासित प्रदेश सरकारों/पीएसयू/पीएसई/विश्वविद्यालयों/स्वायत्त निकायों या समकक्ष संस्थानों से आवेदन करने वाले अभ्यर्थियों को अपने संबंधित संगठन से समकक्षता प्रमाणपत्र (आईडीए/अन्य वेतनमानों की सातवें केंद्रीय वेतन आयोग (7वें सीपीसी) पे-मैट्रिक्स स्तर के साथ समकक्षता) प्रदान करना आवश्यक है। 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. And for applicants from Central/ State or UT Governments/ PSU/ PSE/ Universities/ Autonomous bodies or equivalent need to provide equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level) from their respective organization.</p> <p>(b) अभ्यर्थी संबंधित पद हेतु आवेदन करने से पूर्व विज्ञापन में निर्धारित आवश्यक न्यूनतम अनिवार्य अर्हताओं, आयु एवं पात्रता, अनुभव के मानदंडों आदि को ध्यानपूर्वक पढ़ लें। चूंकि सभी आवेदनों की संवीक्षा अभ्यर्थी द्वारा ऑनलाइन आवेदन पत्र में प्रस्तुत किए गए विवरणों के आधार पर की जाएगी, अतः अभ्यर्थियों को उस पद हेतु अपनी उपयुक्तता सुनिश्चित कर लेनी चाहिए जिसके लिए वे आवेदन कर रहे हैं। यदि संवीक्षा के किसी भी चरण में भर्ती एवं चयन प्रक्रिया के दौरान अथवा नियुक्ति के उपरांत भी, यदि यह पाया जाता है कि अभ्यर्थी ने असत्य या त्रुटिपूर्ण जानकारी प्रदान की है, तो उनकी अभ्यर्थिता तत्काल प्रभाव से निरस्त/समाप्त कर दी जाएगी। अपूर्ण या गलत जानकारी के लिए संस्थान की कोई ज़िम्मेदारी नहीं होगी। इस संबंध में भविष्य में किसी भी पत्राचार पर विचार नहीं किया जाएगा। 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 and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/</p>

cancelled/ terminated immediately. The Institute will not be responsible for incomplete or incorrect information. No correspondence in this regard shall be entertained at later date.

- (c) आवेदकों को विभिन्न पदों के लिए ऑनलाइन जानकारी भरते समय उचित सावधानी बरतनी चाहिए। एक बार ऑनलाइन जमा किए गए आवेदन को किसी भी परिस्थिति में परिवर्तित या पुनः प्रस्तुत नहीं किया जा सकता है। इसके अतिरिक्त, **आवेदन सफलतापूर्वक जमा हो जाने के पश्चात, किसी भी डेटा/विवरण में बदलाव के संबंध में किसी भी अनुरोध पर विचार नहीं किया जाएगा।** अतः, कृपया ऑनलाइन आवेदन भरना शुरू करने से पहले सभी डेटा/विवरण तैयार रखें।

Applicants should take due care while filling 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 will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the application online.

- (d) अनिवार्य/वांछनीय अर्हताओं की पुष्टि हेतु सभी आवश्यक प्रमाण-पत्र आवेदन पत्र के साथ प्रस्तुत किए जाने चाहिए।  
All necessary certificates in support of essential/desirable qualifications should be submitted along with the application form.
- (e) यदि अभ्यर्थी द्वारा सत्यापन के समय प्रस्तुत किए गए मूल दस्तावेज आवेदन पत्र में दी गई जानकारी / विवरण से मेल नहीं खाते हैं, अथवा अभ्यर्थी सत्यापन के समय या जब भी बुलाया जाए, आवश्यक मूल दस्तावेज प्रस्तुत करने में असफल रहता है, तो उसकी अभ्यर्थिता भर्ती प्रक्रिया के किसी भी चरण में निरस्त की जा सकती है।

The candidature of the applicant shall be liable to be cancelled at any stage of the recruitment process if the original documents produced for verification do not correspond to the information /details submitted in the application form, or if the applicant fails to produce the required original documents at the time of verification or whenever called for.

- (f) एक बार अभ्यर्थी द्वारा आरक्षित श्रेणी का चयन किए जाने के पश्चात, उसे किसी अन्य आरक्षित श्रेणी में परिवर्तित करने के किसी भी अनुरोध पर विचार नहीं किया जाएगा, यथा: अनुसूचित जाति से अनुसूचित जनजाति, अनुसूचित जनजाति से अनुसूचित जाति, अन्य पिछड़ा वर्ग से अनुसूचित जाति/अनुसूचित जनजाति या अनुसूचित जाति/अनुसूचित जनजाति से अन्य पिछड़ा वर्ग, अनुसूचित जाति से आर्थिक रूप से कमजोर वर्ग, आर्थिक रूप से कमजोर वर्ग से अनुसूचित जाति, अनुसूचित जनजाति से आर्थिक रूप से कमजोर वर्ग, आर्थिक रूप से कमजोर वर्ग से अनुसूचित जनजाति, अन्य पिछड़ा वर्ग से आर्थिक रूप से कमजोर वर्ग, आर्थिक रूप से कमजोर वर्ग से अन्य पिछड़ा वर्ग अथवा इस प्रकार के किसी भी अन्य अनुरोध पर विचार नहीं किया जाएगा।

Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.

- (g) दिव्यांगजन के लिए छूट और रियायतें वर्तमान केंद्र सरकार के आदेशों के अनुसार होंगी। दिव्यांग व्यक्तियों को विधिवत पूर्ण भरे हुए आवेदन पत्र के साथ भारत सरकार के मानदंडों के अनुसार रोजगार के प्रयोजन हेतु सक्षम चिकित्सा प्राधिकारियों द्वारा निर्धारित प्रपत्र में जारी दिव्यांगता/चिकित्सा प्रमाण पत्र प्रस्तुत करना आवश्यक होगा। इस श्रेणी के अंतर्गत आरक्षण के लाभ हेतु केवल वही व्यक्ति पात्र होंगे जो 40% से कम की दिव्यांगता से ग्रसित न हों। यदि दिव्यांगता 40% से कम है, तो प्रमाण पत्र को अस्वीकार कर दिया जाएगा।

The relaxations and concessions for PwD will be as per current Central Govt. Orders. 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 suffering from not 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%.

- (h) ऐसे दिव्यांग अभ्यर्थी जिन्हें लिखित परीक्षा के दौरान लेखन-सहायक और/या पूरक समय की आवश्यकता है, उन्हें दिव्यांगजन सशक्तिकरण विभाग द्वारा निर्धारित प्रपत्र में आवश्यक प्रमाणपत्र प्रस्तुत करने होंगे। लेखन क्षमता को प्रभावित करने वाली दिव्यांगता वाले अभ्यर्थी, भले ही उनकी दिव्यांगता 40% से कम हो, उन्हें सरकारी अधिकृत चिकित्सा प्राधिकरण (मुख्य चिकित्सा अधिकारी/सिविल सर्जन/चिकित्सा अधीक्षक) से निर्धारित प्रारूप में प्रमाणपत्र प्रस्तुत करना अनिवार्य है। अभ्यर्थियों को ऑनलाइन आवेदन पत्र में प्रमाणपत्र जमा करते हुए लेखन-सहायक/पूरक समय की अपनी आवश्यकता का स्पष्ट रूप से उल्लेख करना चाहिए; बाद में किए गए किसी भी अनुरोध पर विचार नहीं किया जाएगा।

PwD candidates who require a scribe and/or compensatory time during the written examination must submit the necessary certificates enclosed as prescribed by the Department of Empowerment of Persons with Disabilities (DEPwD). Candidates with a disability affecting writing ability, even if the disability is less than 40%, must submit a certificate in the prescribed format from a government-authorized Medical Authority (Chief Medical Officer/Civil Surgeon/Medical Superintendent). Candidates must clearly indicate their requirement for scribe/compensatory time in the online application form through the submission of certificates; requests made later will not be entertained.

- (i) इस विज्ञापन से संबंधित किसी भी प्रकार के शुद्धिपत्र/ परिशिष्ट की स्थिति में, उसे केवल संस्थान की वेबसाइट पर ही प्रकाशित किया जाएगा।  
In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only.



3	<b>आवेदन प्रस्तुत करने हेतु निर्देश/Instructions for Application Submission</b>
	<p>(a) अभ्यर्थियों को केवल ऑनलाइन माध्यम से आवेदन करना होगा, जो 03 जनवरी 2026 को प्रातः 10:00 बजे से 03 फरवरी 2026 को सायं 05:00 बजे तक किया जा सकेगा। The candidates are required to apply ONLINE only from 03 January 2026, 10:00 am till 03 February 2026 upto 05:00 p.m.</p> <p>(b) ऑनलाइन माध्यम से आवेदन प्रस्तुत करने हेतु कृपया यहाँ जाएँ: <a href="https://apply.iitjammu.ac.in">https://apply.iitjammu.ac.in</a> For submission of application through ONLINE MODE, please visit: <a href="https://apply.iitjammu.ac.in">https://apply.iitjammu.ac.in</a></p> <p>(c) गैर-शिक्षण पदों के लिए प्रारंभिक चरण में ऑनलाइन जमा किए गए आवेदन की हार्डकॉपी जमा करने की आवश्यकता नहीं है। तथापि, लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार हेतु शॉर्टलिस्ट किए गए अभ्यर्थियों को उक्त परीक्षा/साक्षात्कार के समय विधिवत हस्ताक्षरित ऑनलाइन आवेदन पत्र का प्रिंट-आउट तथा स्व-सत्यापित सभी सहायक शैक्षिक एवं अनुभव प्रमाण पत्र प्रस्तुत करने होंगे; ऐसा न करने पर संबंधित अभ्यर्थियों को प्रक्रिया में सम्मिलित होने की अनुमति नहीं दी जाएगी। आवेदन पत्र में प्रस्तुत किए गए सभी दस्तावेज, जिनमें शैक्षणिक योग्यता, अनुभव प्रमाण पत्र तथा पहचान पत्र सम्मिलित हैं, लिखित परीक्षा / प्रवीणता परीक्षा / कंप्यूटर परीक्षा / साक्षात्कार के समय मूल रूप में प्रस्तुत करना अनिवार्य होगा। ऐसा न करने की स्थिति में ऐसे अभ्यर्थी को भर्ती प्रक्रिया में भाग लेने की अनुमति नहीं दी जाएगी। 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. All documents submitted in the application form, including educational qualifications, experience certificates and identity proof, shall be produced in original at the time of Written Test / Proficiency Test / Computer Test / Interview, failing which such candidate shall not be permitted to participate in the recruitment process.</p> <p>(d) सरकारी/अर्ध-सरकारी/सार्वजनिक क्षेत्र के उपक्रमों में कार्यरत व्यक्तियों को लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार के समय अनापत्ति प्रमाण पत्र प्रस्तुत करना अनिवार्य है, अन्यथा ऐसे अभ्यर्थियों को प्रक्रिया में सम्मिलित होने की अनुमति नहीं दी जाएगी। हालांकि, जिन अभ्यर्थियों के आवेदन 'उचित माध्यम' से (ऑनलाइन आवेदन जमा करने के 40 दिनों के भीतर) प्राप्त होंगे, उन्हें लिखित परीक्षा/दक्षता परीक्षा/कंप्यूटर परीक्षा/साक्षात्कार के समय एनओसी प्रस्तुत करने से छूट दी जाएगी। प्रारंभिक संवीक्षा चरण में डाक द्वारा कोई भी अग्रिम प्रति जमा करने की आवश्यकता नहीं है। 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 <b>PROPER CHANNEL</b> (within 40 days of submitting online application) 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.</p> <p>(e) केवल उन्हीं अभ्यर्थियों के आवेदन क्रमांक भारतीय प्रौद्योगिकी संस्थान जम्मू की वेबसाइट पर प्रदर्शित सूची में उपलब्ध होंगे, जिन्होंने सफलतापूर्वक अपना आवेदन पूर्ण कर जमा किया है और निर्धारित शुल्क का भुगतान कर दिया है। यदि इसमें कोई विसंगति हो या कोई प्रश्न हो, तो कृपया सूची प्रदर्शित होने की तिथि से एक सप्ताह के भीतर <a href="mailto:staff.recruitment@iitjammu.ac.in">staff.recruitment@iitjammu.ac.in</a> पर संपर्क करें। 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 <a href="mailto:staff.recruitment@iitjammu.ac.in">staff.recruitment@iitjammu.ac.in</a> within one week from the date of display of the list.</p> <p>(f) अपूर्ण आवेदनों को सरसरी तौर पर अस्वीकृत कर दिया जाएगा तथा अंतिम तिथि के पश्चात प्राप्त आवेदनों पर विचार नहीं किया जाएगा और किसी भी प्रकार के विलंब के लिए संस्थान उत्तरदायी नहीं होगा। 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 delay.</p> <p>(g) भविष्य के संदर्भ हेतु ऑनलाइन आवेदन पत्र का एक प्रिंटआउट सुरक्षित रखें। Keep a printout of online application form for future reference.</p> <p>(h) एक से अधिक पदों के लिए आवेदन करने के इच्छुक अभ्यर्थियों को प्रत्येक पद हेतु अलग से ऑनलाइन आवेदन करना चाहिए। Candidates who desire to apply for more than one post should apply online separately for each post.</p>
4	<b>देय शुल्क/Fee Payable</b>
	<p>(a) अभ्यर्थियों को समूह 'A' के लिए ₹1000/- (₹800/- आवेदन शुल्क + ₹200/- प्रसंस्करण शुल्क) तथा समूह 'B' एवं 'C' के लिए ₹500/- (₹300/- आवेदन शुल्क + ₹200/- प्रसंस्करण शुल्क) का गैर-वापसीयोग्य शुल्क पोर्टल के भीतर उपलब्ध कराए गए लिंक के माध्यम से भुगतान करना होगा। उक्त शुल्क में जीएसटी सम्मिलित है।</p>

	<p>Candidates are required to pay a non-refundable Fee of Rs.1000/- (₹800/- towards application fee plus ₹200/- towards processing fee) for Group 'A' and ₹500/- (₹300/- towards application fee plus ₹200/- towards processing fee) for Group 'B' &amp; 'C' has to be paid through the link provided inside the portal. This fee is inclusive of GST.</p> <p>(b) अनुसूचित जाति/अनुसूचित जनजाति, दिव्यांगजन एवं महिला अभ्यर्थियों को आवेदन शुल्क के भुगतान से छूट प्रदान की गई है। तथापि, उन्हें प्रक्रिया शुल्क के रूप में 200/- रुपये की गैर-प्रतिदेय राशि का भुगतान करना होगा। Candidate belonging to SC/ST, PwD and women candidates are exempted from paying application fee. However, they have to pay a non-refundable amount of (₹200/- towards processing fee).</p> <p>(c) एक बार भुगतान किया गया शुल्क किसी भी परिस्थिति में वापस नहीं किया जाएगा और न ही इसे पुनः समायोजित किया जाएगा। The fee once paid will not be refunded or re-adjusted under any circumstances.</p>
<b>5</b>	<b>आवेदन के पश्चात अनुवर्ती कार्रवाई/Follow up after applying</b>
	<p>(a) आवेदन करने के पश्चात, अभ्यर्थियों को भर्ती की अद्यतन स्थिति की जानकारी हेतु संस्थान की वेबसाइट और पोर्टल का नियमित रूप से अवलोकन करना चाहिए। संवीक्षा प्रक्रिया पूर्ण होने के उपरांत, आवेदन संख्या सहित पात्र अभ्यर्थियों की सूची संस्थान की वेबसाइट पर प्रदर्शित की जाएगी। चयन परीक्षा, साक्षात्कार कार्यक्रम आदि से संबंधित सूचना संस्थान की वेबसाइट और ईमेल के माध्यम से दी जाएगी। यदि अभ्यर्थी समय पर वेबसाइट देखने/उपयोग करने में विफल रहता है, तो संस्थान किसी भी रूप में इसके लिए उत्तरदायी नहीं होगा। अभ्यर्थियों से अनुरोध है कि वे नियमित रूप से संस्थान की वेबसाइट देखते रहें। 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 be communicated 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.</p> <p>(b) संस्थान, अभ्यर्थियों की सुविधा हेतु परीक्षाओं/साक्षात्कार के आयोजन तथा परिणाम से संबंधित सूचना अपनी वेबसाइट/होमपेज पर अपलोड करेगा। अभ्यर्थी अपने स्वयं के हित में ऑनलाइन पोर्टल <a href="https://apply.iitjammu.ac.in">https://apply.iitjammu.ac.in</a> पर अपना आवेदन प्रस्तुत कर सकते हैं और समय-समय पर जारी किए जाने वाले किसी भी अद्यतन के लिए वेबसाइट का अवलोकन करते रहें। 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 <a href="https://apply.iitjammu.ac.in">https://apply.iitjammu.ac.in</a> in their own interest and refer to any updates, posted from time-to-time.</p> <p>(c) साक्षात्कार के संचालन एवं परिणाम तथा साक्षात्कार हेतु न बुलाए जाने अथवा चयन न होने के कारणों के संबंध में अभ्यर्थियों की ओर से किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा। No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.</p> <p>(d) किसी भी रूप में पक्ष-प्रचार करना और/या किसी भी प्रकार का प्रभाव डालना, चाहे वह राजनीतिक हो या अन्य, आवेदित पद के लिए निश्चित रूप से अनर्हता माना जाएगा। Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied.</p>

Sd/-

कुलसचिव/Registrar

दिनांक/Dated: 29 December 2025

संलग्न/Enclosed: प्रपत्र I से IX/Proforma I to IX

नोट: यह विज्ञापन द्विभाषी रूप में प्रकाशित है। भाषा संबंधी किसी भी प्रकार के संशय / अस्पष्टता की स्थिति में, अंग्रेजी संस्करण को ही अंतिम और प्रामाणिक माना जाएगा।

Note: The advertisement is published in bilingual. In case of any confusion/clarity in the language, the English version will be considered as final.

## **Proforma-I**

### **The form of certificate to be produced by Scheduled Castes 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 Castes) 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 (Pondicherry) Scheduled Castes Order, 1964

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

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (SC) Order (Amendment) Act, 1990

@ 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 persons who have migrated from one State/Union Territory Administration to another.

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

I.....Son/daughter of Shri.....Resident of village/town/city.....  
district.....state.....hereby declare that I belong to the... category 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)

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 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

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

Reassessment of disability is :

not necessary,

or

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

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(D) Signature and seal of the Medical Authority

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

**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.)

(A) The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

(B) Reassessment of disability is :

not necessary

or

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

(C) The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(E) Signature and seal of the Medical Authority

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

(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 & ASSET 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.



**Proforma-VI**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

**Proforma-VII**

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the position) bearing application no. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

**Proforma-VIII**

**Certificate for recommendation of scribe/reader/lab assistant and/or Compensatory Time for persons with disabilities as defined under Section 2(s) of the RPwD Act 2016 and have limitation in writing as specified in the Guidelines.**

This is to certify that, we have examined Mr./Ms./Mrs. \_\_\_\_\_ (name of the candidate), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill/PO/PS/District/State), aged \_\_\_\_\_ years, a person with \_\_\_\_\_ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above disability/condition. He/she requires support of scribe/reader/lab assistant and/or Compensatory Time as specified in the Guidelines, for writing the examination.

2. The above candidate uses aids and assistive devices such as prosthetics & orthotics, hearing aid (name to be specified)/other (to be specified), which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by Examining Bodies and is valid up to \_\_\_\_\_ (maximum period of one year or less as may be certified by the medical authority).

Signature of medical authority

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Proforma-IX**

**Letter of Undertaking by the persons with disabilities as defined under Section 2(s) of RPwD Act 2016 using the services of scribe/reader/lab assistant during written examinations conducted by various authorities as specified in the Guidelines.**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the position) bearing application no. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforementioned examination. I further declare that there is no conflict of interest of any kind that may affect the impartiality of the examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond the specified qualification for the examination as mentioned in the extant Guidelines, I shall forfeit my right to the post/position/academic seat I am competing for and claims relating thereto.

(Signature of the candidate)

(Counter-signature by the parent/guardian, if the candidate is minor)

Place:

Date:

\*\*\*\*\*