



भारतीय प्रौद्योगिकी संस्थान जम्मू  
Indian Institute of Technology Jammu  
जगती, राष्ट्रीय राजमार्ग -44, नगरोटा, जम्मू (जम्मू और कश्मीर) – 181221  
Jagti NH-44, Nagrota, Jammu (Jammu and Kashmir) – 181221  
ई-मेल/E-mail: registrar@iitjammu.ac.in

No. IITJmu/Estt.II/11-16/14/2021/355

07 August, 2021

IIT Jammu invites online applications for the following post for Institutional services on **Outsource basis**.

Ser.	Name of the post	Department	Vacancies	Age Limit	Remuneration
1	HR Counsellor	HR	01	40 Years*	Rs. 60,000-80,000/- per month (Consolidated/ CTC)
2	Assistant Security, Fire and Safety Officer	Administration	01	50 Years*	Rs. 50,000-70,000/- per month (Consolidated/ CTC)

\* Relaxable for deserving applicants

### 1. **HR COUNSELLOR**

#### **Essential:**

- (a) M.A in Psychology and Graduation in Psychology with at least 60% marks from a recognized University / Institute. Preference will be given to those who have at least 60% marks in all Boards/ University examinations.

#### **Experience:**

- (b) 03 years of experience in Counselling which includes 01 year of Clinical experience in a Mental Health Centre/ 03 years' experience in the post of a regular full time Counsellor, preferably in an Educational Institution.
- (c) Good communication skills and ability to communicate adequately with diverse students and staff members.

#### **Job Requirement:**

- (d) The job would involve active counselling of students largely in the 16-28 age groups, organizational work in connection with developing a suitable counselling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute. Being young Institute members of staff are also young and need counselling at different occasions. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

### 2. **ASSISTANT SECURITY, FIRE & SAFETY OFFICER**

#### **Essential:**

- (a) Diploma with 60% marks or equivalent CGPA and above from a recognized University/Institute with Defence/Police/ Fire Fighting training/Fire and Safety
- (b) Experience of 03-05 years in ensuring Fire and Safety of Civil/Defence Fire Service Organization/ Public Undertaking/Corporate/Industrial sector/Fire safety/Construction safety/Environment safety/First Aid/Building safety/Driving Safety/Fire extinguisher in the capacity of Sub-Officer or equivalent.

**Desirable:**

- (c) Degree with 60% marks or equivalent CGPA and above from a recognized University/Institute with Defence/Police/ Fire Fighting training. Preference will be given to those who have at least 60% marks or equivalent CGPA in all Boards/ University examinations.

**3. GENERAL INSTRUCTIONS**

- (a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the online advertisement.
- (b) The engagement shall be purely on outsource basis and period of engagement shall be purely dependent on the requirement of the Institute. Please note that this is temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
- (c) No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.

**4. APPLICATION SUBMISSION**

- (a) Candidates are required to apply ONLINE only from **07 August 2021** to **14 August 2021** upto **05:00 p.m.**
- (b) For submission of application through ONLINE mode, please visit: <https://apply.iitjammu.ac.in>
- (c) There is no application fee for applying.
- (d) Incomplete application will be summarily rejected.
- (e) For any queries and information, please write to [registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in)

Sd/xx  
**Registrar**