



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY, KASHMIR

DETAILED ADVERTISEMENT NOTICE No: 02 OF 2024

Dated: 12 -02-2024

Online Applications from the eligible candidates of domiciles of UT of J&K are invited for the below mentioned posts:

S.No.	Name of the post	Number of the posts	Eligibility
01	Manager (CIED) (Level-9 (52700-166700))	UR-01	<p>(i) A Bachelor's degree in Business, Engineering, Computer Science, or in a related field with MBA from a recognized institution with 55% marks at each level or of equivalent Grade Point Average.</p> <p>(ii) Minimum 05 years of experience in Project Management, Entrepreneurship, Start-up activities, Innovation, Skilling, in a reputed State / National Agency /Institute / Multinational Company /University.</p> <p>Desirable</p> <p>(i) Ph.D. / additional advanced Degree in innovation/ entrepreneurship / or a related field.</p> <p>(ii) Specific expertise in managing start-ups/ incubation setups/programs.</p> <p>(iii) Strong PR skills / understanding of legal aspects of IRP / Section-8 Companies / Start-ups.</p> <p>(iv) Familiarity with emerging technologies / understanding of Start-up / business practices.</p> <p>(v) Leadership skills & ability to guide & inspire diverse teams/ entrepreneurs /creative minds.</p> <p>(vi) Skills in Computer applications / data analysis / problem solving.</p>
02	Assistant Manager (CIED) (Level-7 (44900-142400))	UR-02	<p>(i) A Bachelor's degree in Business, Engineering, Computer Science or in a related field with MBA from a recognized institution with 55% marks at each level or of equivalent Grade Point Average.</p> <p>(ii) Minimum 03 years of experience in Project Management, Entrepreneurship, Start-up activities, Innovation, Skilling, in a reputed State / National Agency / Institute / Multinational Company /University.</p> <p>Desirable</p> <p>(i) Specific expertise in managing Start-ups/ incubation setup/program.</p> <p>(ii) Strong PR skills / understanding of legal aspects of IRP / Section-8 Companies Start-ups.</p> <p>(iii) Familiarity with emerging technologies / understanding of Start-up / business practices.</p> <p>(iv) Leadership skills & ability to guide & inspire diverse teams/ entrepreneurs /creative minds.</p> <p>(v) Skills in Computer applications / data analysis / problem solving skills.</p>



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03	Training & Placement Officer (Level-9 (52700-166700))	UR-01	(i) Master degree with 55% marks or an equivalent Grade Point Average. (ii) 03 years' relevant experience. Desirable (i) Ph. D. / advanced degree in Business Administration (Human Resource / PR / Training). (ii) Experience in Placements / Training / Skill enhancement. (iii) Communication skills both oral and written/ problem solving skills. (iv) Ability to provide guidance & counselling/ experience of liaising with Corporate / Industry / employers. (v) Knowledge / Experience of working with University ERP. (vi) Skills in IT / computers / data analysis / MS Office. (vii) Established network with industry professionals / recruiters / academia, etc. through LinkedIn & similar platforms. (viii) Experience in organizing Job fairs/ Career workshops/ Soft Skill workshops or similar events on Human Resource Development through social media or other platforms.
04	Legal Assistant Level-6 (35400-112400)	UR-01	Essential (i) Bachelor' Degree in law from a recognized University with at least 50% marks (ii) Three years' experience in handling court cases in a Government/ Semi-Government organization and / or practice before High court or Lower Court in Civil/ Labour service rules. Desirable (i) L.L.M. or any other higher degree. (ii) Experience / understanding of legal affairs of University / Higher Education Institutions/ Research Institutes/ Govt. Departments. (iii) Thorough understanding of service rules/ University Acts/ Statutes/Ordinances. (iv) Excellent written & verbal communication skills. (v) Ability to prepare petitions / Case analysis / drafting legal documents. (vi) Computer literacy and expertise in MS OFFICE.
05	Accounts Assistant Level-5 (29200-92300)	UR-05, RBA-01, ST01, EWS-01	Essential (i) Commerce graduate with 50% marks or equivalent from a recognized University. Note: Candidates holding PG degree from recognized University are exempted for having 50% marks at Graduation. (ii) Experience of at least one year in accounting matters and accounting softwares including Tally etc. OR one year Accounts Training from a recognized Accounts School after graduation. Desirable (i) Knowledge of accounting procedures/financial code/GFR/ Computer literacy and expertise in MS OFFICE.



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06	Junior Technical Assistant (Design Innovation Centre) Level-5 (29200-92300)	UR-01	(i) B.E. / B. Tech in IT /E&CE /EE/CSE having 55% marks and above with 03 years' experience in product design and Innovation. Desirable: (i) Higher degree in the relevant field. (ii) Experience in 3D Printing / Design Innovation /IPR/ Patents.
07	Junior Technical Assistant (Architecture) Level-5 (29200-92300)	UR-01	(i) B. Arch with 55% marks and above. Desirable: (i) Higher Degree / any other additional qualification. (ii) Expertise in related Software's like, AutoCAD RVIT/ Model Making, etc.
08	Junior Technical Assistant (Planning) Level-5 (29200-92300)	UR-01	(i) Bachelors in Planning with 55% marks and above. Desirable: (i) Higher degree in the field (ii) Knowledge / Expertise of the relevant Softwares in the field. (iii) Knowledge / Expertise in handling / operations with relevant equipment in the field.
09	Junior Technical Assistant (Geomatics) Level-5 (29200-92300)	UR-01	(i) M.Sc. Geomatics / Geo-informatics with 55% marks and above. Desirable: (i) Knowledge / Expertise in a relevant commercial and open source Software in Geomatics (ii) Knowledge / Expertise in handling / operations with relevant survey equipment like DGPS, TS, and other field/lab equipment
10	Junior Technical Assistant (CIED) Level-5 (29200-92300)	UR-01	(i) A Bachelor's degree in Business, Engineering, Computer Science or related field. with 55% marks. Desirable: (i) MBA or higher degree (ii) Experience in Project development and management, Entrepreneurship, Start-ups, etc. (iii) Computer literacy and expertise in MS OFFICE.
11	IT Assistant Level-4 (2550081100)	UR-01	(i) B.E. / B. Tech in IT /E&CE /CSE OR 03 years' diploma in Computer Science & Engineering / Computer Engineering / E&CE / IT with 03 years' experience in relevant field. Desirable: (i) CCNA or other certified network certification courses. (ii) Experience in networking and hardware trouble shooting



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12	Draftsman Level-4 (25500-81100)	UR-01	<p>Essential</p> <p>(i) Two years Diploma in Draftsmanship from a recognized Institute/ Polytechnic/University with at least 55% marks or equivalent Grade Point Average.</p> <p>(ii) Three years of relevant experience.</p> <p>Desirable:</p> <p>(i) Knowledge of Computer Applications in the field</p> <p>(ii) Computer literacy and expertise in MS OFFICE.</p>
13	Junior Assistant Level-4 (25500-81100)	UR-04, RBA-01,SC-01,ST-01, WUPSC-01	<p>(i) Bachelor's degree with a minimum of 50% marks or equivalent Grade Point Average from a recognized University.</p> <p>Note: Candidates holding PG degree from recognized University are exempted for having 50% marks at Graduation</p> <p>(ii) Typing speed of 35 words per minute with 90% accuracy on computer.</p> <p>Desirable</p> <p>(i) Knowledge /expertise in Shorthand/ noting-drafting/ File Management System/University System</p> <p>(ii) Knowledge of Computer Applications/MS OFFICE</p>
14	Sports Assistant Level-4 (25500-81100)	UR-01	<p>(i) Bachelor's degree in Physical Education with at least 50% marks.</p> <p>Desirable</p> <p>(i) Computer literacy and expertise in MS OFFICE.</p>
15	Medical Assistant Level-2 (19900-63200)	UR-01	<p>Essential</p> <p>(i) 10+2 with Diploma in Medical Assistant from State Medical Faculty or an institution recognized by the Government. (ii) Two years' relevant experience.</p> <p>Desirable</p> <p>(i) Computer literacy and expertise in MS OFFICE.</p>
16	Works Supervisor Level-2 (19900-63200)	UR-01	<p>Essential</p> <p>(i) Matric.</p> <p>(ii) ITI in Civil Trade with 55% marks.</p> <p>(iii) 02-year relevant experience.</p> <p>Desirable</p> <p>(i) Computer literacy and expertise in MS OFFICE.</p>
17	Workshop Mechanic Level-1 (18000-56900)	UR-01,RBA01	<p>(i) Matric</p> <p>(ii) ITI certificate in relevant field with 50% marks.</p> <p>(iii) Two years' experience in the field from Govt. / Semi Govt.</p> <p>Desirable</p> <p>(i) Computer literacy and expertise in MS OFFICE.</p>

Note: (i) 4% of posts shall be reserved for persons with disability (PWD) and 6% of posts (up to Pay Level-6) shall be reserved for Ex-Serviceman under horizontal Reservation.

Important dates:

- **Date of availability of Online Application Form** : 13-02-2024
- **Last date of submission of Online Application Form** : 05- 03-2024 (4.00 PM)
- **Last date of submission of hardcopies of the Application Form** : 12 -03- 2024 (4.30PM)



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Age as on Last date of submission of Online Application Form:

	Minimum =18 years
General Category Candidates	Maximum = 40 years
Reserved Category Candidates	Maximum = 43 Years
Physically challenged Candidates	Maximum = 42 Years
In-service Candidates:	Maximum = 40 Years

Shortlisting / Selection Procedure:

1. The criteria for shortlisting of candidates for interview for all above posts shall be as follows:

“20 candidates shall be shortlisted for one post and 05 candidates for every additional post”.

2. The following Criteria shall be adopted for final selection for the above said posts:

Written Test (80)	Interview performance (20)	Total (100)
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3. In addition to the written test, type test shall also be held for the post of Junior Assistant.

GENERAL TERMS AND CONDITIONS/ INSTRUCTIONS.

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
2. Candidates not fulfilling the eligibility requirements prescribed here-in-above as on the last date prescribed for submission of online application forms need not to apply.
3. The candidates are advised to fill up the online application form carefully. Information not provided under the relevant heads / columns shall not be considered.
4. Candidates are required to apply online through University website **www.iust.ac.in** No other means/ mode of application will be accepted. The **non-refundable fee of Rs. 1000/-** (Rupees One Thousand only) shall have to be deposited as application fee through online mode.
5. The Candidates applying under various categories shall be required to produce the relevant category certificate/s duly issued by the Competent Authority failing which their candidature shall not be entertained.
6. Hard copy of Application Form complete in all respects duly supported by self-attested copies of all relevant documents, certificates and testimonials shall have to be submitted in the Office of the Registrar by or before the Last Date of submission of hardcopies of the application forms, failing which the Online Application Form submitted by the candidates shall not be considered.
7. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
8. The in service candidates should forward their application forms through their employer.
9. The terms and conditions governing the service shall be as per the UGC Guidelines / University Statutes with amendments from time to time.
10. Candidates who have been awarded Post Graduate / Ph.D degree from Foreign University should enclose Equivalence Certificate issued by the Association of Indian Universities (AIU), New Delhi without which their candidature will not be considered and application form will be rejected.
11. The time taken by candidates to acquire PG / M.Phil /Ph.D degree shall not be considered as teaching / research experience. However, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience. The certificate to this effect issued by the Registrar of the Concerned University/Institution shall have to be attached by the candidate to claim for such experience.



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12. Eligible candidates will be informed about the date and place of interview through University website / e-mail/ whichever is considered suitable by the University. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
13. All further relevant information /updates shall be uploaded on University website **www.iust.ac.in** only. The Candidates are advised to remain in touch with University website and notifying the same in newspapers shall not be obligatory on University's part.
14. Eligible candidates will have to produce original documents relating to their qualification, experience etc. at the time of appearing in the interview.
15. The University reserves the right to alter/ insert any corrections / additions in the advertisement notice through university website only, for which the candidates are advised to remain in touch with the official website: www.iust.ac.in.
16. The University reserves the right to defer / not to fill up the post advertised here-in above, without assigning any reason thereof.
17. The University reserves the right to place a limit on the total number of candidates to be called for interview.
18. Experience shall be counted as on the last date prescribed for submission of online application form.
19. The University shall verify the antecedents / documents submitted by a candidate at any time of the appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has undesirable antecedents and has suppressed any information, his/her service shall be liable for termination *abinitio* and the University may initiate appropriate action under law.
20. The salary of the appointee shall not be released until a satisfactory report about his / her character & antecedents and qualifications/experiences from relevant agencies/institutions is not received.
21. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any mistake is detected even after the issue of appointment letter.
22. The selected candidate shall be governed by the New Pension Scheme. However, this shall not apply in case of in-service candidates governed by OPS.
23. In case of any disputes /suits or legal proceedings against the University, the jurisdiction shall be confined to the Srinagar Courts only.
24. No TA/DA shall be paid to candidates for appearing in the interview.

Sd/-
Registrar

No. IUST/Reg/Adm/ADV/24/56
Dated:12-02-2024