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Indian Institute of Technology Jodhpur

Office of Establishment-II
NH 62, Nagaur Road, Karwar
Jodhpur, Rajasthan – 342 037

Advt. No. IITJ/Intern/2021/01

Date: 03 September, 2021

Advertisement for Internship

The Indian Institute of Technology Jodhpur, seeks to engage fresh Graduates/Post Graduates/Diploma holders (**who have completed their degree/diploma within one year from the date of their application under the Internship scheme**) from various recognized University/Institution within India as “Interns”. These “Interns” shall be given exposure to various Administrative/Technical – Departments/Divisions/Centers/Schools of various verticals within IITJ and would be expected to learn and supplement the process of working of IITJ through their knowledge in respective areas. Therefore, applications are invited from dynamic, tech-savvy and committed fresh graduates, post graduates and diploma holders to serve as Interns (Administrative/Technical) purely on temporary basis for a period not exceeding two years.

Purpose: The purpose of the Internships is to promote the development of the fresh pass-outs in the area of their education and provide them with career development in relevant discipline. Internships will allow short term exposure of “Selected candidates” with the different administrative divisions/ Departments/ Laboratories of various verticals within IITJ, Ministry of Education Government of India as Interns.

Objectives of the Scheme:

- To allow young academic talent to be associated with the IITJ work for mutual benefit.
- Provide opportunities to improve their skills both technical as well as managerial.
- Providing exposure of real life problems to better equip the candidates.
- To provide stimulating workplaces so as to make them competitive.
- The “Interns” shall have an opportunity to know about the Government functioning and Rules/Regulations in IIT’s/Government of India and contribute to the institute and also enrich their knowledge and experience.

Area and Specialization	Internship (Administrative & Technical)
1	Number of Positions
2	Nature of Positions
3	Duration
4	Essential Qualifications

Administrative: 10 (Ten)	Technical: 10 (Ten)
Internship (purely temporary)	
Six Months (Minimum) to Two years (Maximum)	
For Administrative Interns: Fresh Graduate/Post Graduate in any field with at least 60% marks or equivalent. Graduates in their 8 th /6 th semester or 4 th /3 rd year of a 4 year/3 year degree course and appeared in final examinations with not less than 60% marks in aggregate in the previous semesters/years. Post Graduates in their 4 th semester or 2 nd year of a 2 Year Post Graduate degree course and appeared for final examinations are also eligible for application provided they have scored an aggregate of more than 60% marks or equivalent in earlier semesters/year. (Desirable: MBA)	

		<p>For Technical Interns: Fresh Engineers/ Graduate (Science)/ Diploma in Engineering (3 years)/Post Graduate in relevant area with at least 60% marks or equivalent.</p> <p>Engineers / Graduates (Science) / Diploma in Engineering (3 years) in their 8th/6th semester or 4th/3rd year and appeared for final examinations are also eligible for application provided they have scored an aggregate of more than 60% marks or equivalent in earlier semesters/years.</p> <p>Post Graduates in their 4th semester/2nd Year and appeared for final examinations are also eligible for application provided they have scored an aggregate of more than 60% marks or equivalent in earlier semesters/years.</p> <p>Note: Only those candidates who have completed their degree/diploma within one year from the date of submission of their application under this scheme will be eligible to apply.</p>
5	Desirable	<p>Administrative Interns: Knowledge of computers.</p> <p>Technical Interns: Knowledge of handling scientific instruments.</p>
6	Nature of Work	<p>The interns shall be responsible for:</p> <p>Administrative Interns: Office work in relation to Human Resource, Accounts, Purchase, Students Affairs & Academics</p> <p>Technical Interns: Handling various day to day activities in the various departments of the Institute. They would be responsible for handling various equipment for day to day functioning of laboratories.</p>
7	Selection Procedure	<p>Written test & Skill Test followed by interview. The Institute reserves the right to conduct Written Test & Skill Test, wherever the circumstances so warrant or may fix criteria to restrict the number of candidates for Written Test & Skill Test to a reasonable limit on the basis of minimum qualification or higher than those prescribed herein. No TA/DA shall be admissible to the candidates for appearing in the selection process.</p>
8	Proposed Stipend	A consolidated stipend of Rs. 25000 - 35000/- per month.
9	Age	Should not be more than 27 years as on the closing date of application.
10	Leave	Leave: 8 days of Casual Leave for each completed year.

General Instructions:

1. The candidate must be citizen of India.
2. Interested candidate who fulfils the above requirement must apply in the prescribed form (*Attached as Annexure-A*). All the relevant documents should be attached as annexure with the application as a single PDF.
A copy of application form with all supporting documents shall be submitted to **through email only** at – office_establishment_e2@iitj.ac.in before **24 September, 2021 (05:00 PM)**. Application received after the above mentioned time & date will not be considered.
3. Incomplete applications and applications without supporting documents/attachments will not be entertained.
4. Application in any other format will not be entertained.

5. No correspondence whatsoever regarding the conduct and result of written test & skill test and the reasons for not being called for Written Test and/or Skill Test, Interview will be entertained.
6. Institute reserves the right to:
 - a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time.
 - b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
 - c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.
7. The Internship can be terminated by the intern by giving atleast one month prior notice. In case the notice period is less than the prescribed period of one month, he/she shall have to deposit the stipend earned (on pro-rata basis) for the duration. However the Internship can be terminated by the Competent Authority at any point of time without giving any notice/reason in respect thereof.
8. OTHER DETAILS:
 - a. An Internship certificate shall be issued to the interns, however, no such certificate shall be issued for internship of less than six months
 - b. IITJ will provide necessary working space, internet facility (within office) and other necessities as deemed fit for carrying out the responsibilities
 - c. Mere fulfilment of essential qualifications shall not guarantee the applicant the right to offer of appointment as intern.
 - d. The selected candidate shall produce original marksheets and other relevant document at the time of reporting to join as intern, failing which his/her candidature shall be cancelled.
9. Director IITJ shall be the only final authority to decide on any matter in relation to this Internship Scheme.

For any query, please send email to **office_establishment_e2@iitj.ac.in**

Sd/-
Advisor (Admn.) & Offg. Registrar

Domains/Areas for Internship

The following domain areas are available for internship, but not limited to, are listed below.

1. Administration/Human Resource
2. Accounts
3. Academics
4. Store & Purchase
5. Student Affairs
6. Infrastructure Management
7. Civil & Electrical Works
8. Biosciences & Bioengineering
9. Chemical Engineering
10. Chemistry
11. Civil & Infrastructure Engineering
12. Computer Science & Engineering
13. Electrical Engineering
14. Humanities & Social Sciences
15. Mathematics
16. Mechanical Engineering
17. Metallurgical & Materials Engineering
18. Physics
19. Management/Business Administration
20. Artificial Intelligence



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Application for Internship

(Advertisement No. IITJ/Intern/2021/01 Dated: 03 September, 2021)

Branch - Administrative Technical

Domain -

(To be filled by the applicant from the list given in the advertisement)

Affix latest
passport size
photograph

Application No. -
(For Office Use only)

Name of the Candidate -

(i) Personal details:

(a) Date of Birth:

(b) Category: UR/OBC/SC/ST

(c) Gender: Male/Female

(d) Marital Status: Married/Unmarried

(e) Father's/Spouse Name:

(f) Permanent Address:

(g) Correspondence Address:

(h) Mobile No.:

(i) Email:@.....

(ii) Education Details (Class 10th onwards):

Level of Degree or Examination	Name of Degree or Examination	Universtiy, College or Board	Year of Passing	Percentage of Marks	Subjects or Branch

(iii) Work Experience (if any):

Organization	Designation	Employment Type	Job Description	Duration	Total Monthly Emoluments

Declaration:

I hereby declare that

- (a) I have carefully read and understood the instruction and particulars of the advertisement.
- (b) All information provided by me in this application is true to the best of my knowledge and belief and;
- (c) At any time, I am found to have concealed/suppressed any material information or given any false details, my internship shall be liable to be summarily terminated without any notice or compensation.

Date of Application:

<Name of the Applicant>
Signature