



# भारतीय प्रौद्योगिकी संस्थान जोधपुर Indian Institute of Technology Jodhpur

## Office of Establishment-II

Admin Block (East), Nagaur Road, NH-62, Karwar 342030, Jodhpur

Phone: (0291) 280 1091; eMail: recruitment@iitj.ac.in

Advt. No: IITJ/ 2022-23/O(E-II)/SO/45

Dated: 04 May 2022

### ADVERTISEMENT FOR CONTRACUTAL POSITION

The IIT Jodhpur intends to engage following position **on contract** basis initially for a period of one year. The post is temporary and on consolidated salary basis.

- Name of the post : **Security Officer**
- Number of post : 01 (one)
- Essential Qualification & Experience : Commissioned Officers serving or retired from Armed Forces/ Para- Military Forces having Bachelor degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 05 years' experience related to security.
- Desirable Qualification : 1. Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.  
2. Possessing a Diploma certificate in Security operations/Fire safety and disaster management from a recognized University/Institute  
3. Able to ride motor cycle, motor car and handle fire arms.  
4. Have sound health and active habits.  
5. Conversant with security rules and procedures to deal with Police and the Public.
- Age limit : (i) The age limit for appointment on contract basis shall not exceed 40 years as on as on the last date of application.  
(ii) The maximum age limit for which retired person can be engaged shall not exceed 62 years as on the last date of application.
- Consolidated Emoluments : Rs. 60,000 to 75,000/- per month consolidated
- Accommodation : Accommodation at IIT Campus (*subject to availability*)
- Tenure of appointment : The appointment for the above contractual position will be initially for One year, which can be further extended up to a maximum of three years' subject to satisfactory performance.
- Job Description : Presently, Security of the Institute campus as well as outside campus has been managed through Private Security Agency. The Institute has approx. 3000 students and 500 other persons i.e., *Institute employees and their Family Members*. The major roles & responsibilities of *SO* is:  
1. To supervise the services provided by security agency and other associated work of round the clock security of the Institute;  
2. *SO* shall be responsible for safety of Wildlife within the Campus and prompt action is anticipated in case of Fire;  
3. Besides the above, any other work assigned by the *Competent Authority* related to Security service of the Institute; and  
4. The candidate selected may have to perform night shift duty from time to time.

The desirous candidates having requisite qualifications and fulfilling other eligibility may apply for the posts latest by **25 May 2022** in the format given at **Annexure A**.

## General Instructions to the applicants:

1.	The candidate(s) who fulfills the requirements may apply in the prescribed format ( <i>Attached as Annexure-A</i> ) along with copy of all the certificates in support of their qualification, experience as well as <i>no objection certificate</i> from the present employer, <i>if applicable</i> . Application of the same shall be mailed <b>in a single PDF file</b> (application along with all documents) to Office of Establishment-II, IIT Jodhpur at the address – <b>recruitment@iitj.ac.in</b> on or before <b>25 May 2022</b> .
2.	Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to the regular employees of the Institute.
3.	Applicants are advised to ensure, before appearing for the post, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate shall be considered as on the last date of application.
4.	Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview.
5.	In case of large number of applicants, the Competent Authority, IIT Jodhpur reserves the right to shortlist candidates by adopting appropriate criteria.
6.	The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease or NOT to fill any of the posts advertised.
7.	No <b>TA/DA</b> will be paid for attending the <i>Interview</i> .
8.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.
9.	After joining the service of the Institute, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
10.	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
11.	No interim correspondence whatsoever will be entertained from the candidates.
12.	Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post.
13.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14.	For a query related to advertisement of the post, applicant may send e-mail on <b>recruitment@iitj.ac.in</b> . However, enquiry/queries related to eligibility for the post/interpretation of rules or forwarding of CV will not be entertained.

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Advisor (Admn.) & Offg. Registrar



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**ANNEXURE-A**

**APPLICATION FOR THE POST OF SECURITY OFFICER (on contract)**

(Advt. No: IITJ/2022-23/O(E-II)/SO/45 dated 04 May 2022)

1. Name of the applicant :  
( in BLOCK LETTERS)
2. Father's name :
3. Permanent address :
4. Address for correspondence :
5. Phone No. & Email ID :
6. Gender (Male/Female) :
7. Date of birth :
8. Whether belongs to :  
GEN/EWS/SC/ST/OBC
9. Marital Status :
10. Educational qualifications :

Affix self  
attested  
Passport size  
photograph

Exam Passed	Name of Board/University	Year of Passing	% of marks/CGPA	Div.	Subject	Remarks

11. Experience (1) :  
(2) :
12. Name of the last employer, if any :
13. Any other relevant information :

**Declaration**

I \_\_\_\_\_ do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, my candidature will stand cancelled and my claim for the recruitment stand forfeited.

**Date:**

**Place:**

**Signature of the candidate**