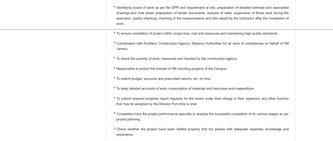
सत्यमेव जयते सत्यम् एव जयते
Indian Institute of Management Jammu



Non-Faculty Positions

Indian Institute of Management Jammu

Web Advertisement for Non-Faculty Positions

Non-Faculty Positions Advertisement in "Times Ascent, The Times of India" dated 13th January 2026

Advertisement No.: IIM/JAM/Non-Faculty-Posts/2026/01 dated 13th January 2026

Click here to Apply Online

1. Project Engineer cum Estate Officer (Pay Post - 1/Regular/Contract)

Level in 7th Pay Scale : Pls. 78,800 - 2,09,200/- Entry Pay: Rs. 78,800

Upper Age Limit : 55 years

Qualification

B.E/B. Tech in Engineering (Civil) / BE (Electrical) from a recognized University/Institute with 60% marks and consistently good academic record.

Experience

Desirable : Minimum 15 years of experience in handling of construction projects post qualification preferably from Departments, Undertakings, and Autonomous Institutions/ Reputed Firms.

Desirable : Estate and Maintenance Management and Knowledge of handling complaints

Job Profile:

* Handling projects of Campus Construction at IIM Jammu including planning and execution of civil, electrical and communication engineering. Designing and maintenance, contract management, supervision of manpower etc.
* Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
* To ensure completion of project within scope time, cost and resources and maintaining high quality standards.
* Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Jammu.
* To check the quality of work, measured and checked by the construction agency.
* Responsible to protect the interest of IIM including property of the Campus.
* To submit budget, accounts and prescribed returns, etc. on time
* To keep detailed accounts of work, consumption of materials and technical-work expenditure.
* To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.
* Completely hold the project performance specially in-advance the successful completion of its various stages as per project planning
* Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience.
* Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning.
* Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
* Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.
* Handle all estate-related aspects in close coordination with the Administration.

Age relaxable for retired service officers from Departments, Undertakings, and autonomous Institutions of Central or UT GOI & under and above will apply. Age up to 55 Years may apply. The consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus DA/ gratuity and equivalent pay. Contract period is for 3 years. The tenure will be for 3 years on contract basis.

2. Deputy Estate Manager (Pay Post - 1/DC (Regular)

Level in 7th Pay Scale : Pls. 56,100 - 1,77,500 Entry Pay: Rs. 56,100

Upper Age Limit : 45 years

Qualification

Graduate B.E. / B.Tech in Computer Science / IT / Electronics / Electrical / Communication Engineering with specialization in Computers / MCA / M. Sc. / Computer Science / IT with at least 60% marks or its equivalent grade and consistently good academic record.

Experience

Minimum 8 years of post-qualification experience in managerial level at least 2 years of experience in Level 7 & Equivalent of experience in handling of large IT/ICT infrastructure and Data Centre in Reputed organizations/ institutions/ Autonomous Institutions/ Reputed Firms. Knowledge of Data Centre Operations, Network Management, Cyber Security, Software Development, Project Management, Vendor Management. Experience in installation of regular Data Bits, IT/ICT infrastr. etc. will be preferred. Network Certifications like CCNA, NCNA, CompTIA etc. is equivalent will be an added plus.

Job Profile:

* To assist in management of IT services/Computer Centre, covering networks/Computer Systems, maintenance, enterprise, internet services besides application development aspects for workflows/ERP systems
* Assist Estate Systems Manager in maintaining of IT systems and equipment, maintaining hardware, cabling systems, networks, software, computer and all other technical issues.
* Provides users basic training support in use of common PC software.
* Installing equipment and configuring the network, troubleshooting and solving network related issue, improve the resilience of existing setup.
* Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Jammu.

3. Administrative Officer (Pay Post - 2/Fix (Regular)

Level in 7th Pay Scale : Pls. 56,100 - 1,77,500 Entry Pay: Rs. 56,100

Upper Age Limit : 45 years

Qualification

Graduate : Post-Graduate degree in any discipline with minimum 55% marks from a reputed University/ Institute or its equivalent grade and consistently good academic record.

Desirable : Post-Graduate in Management (PGDM/MBA) with minimum 60% marks. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is a must.

Experience

Post-qualification experience of at least 2 years in Administration, out of which 2 years independently handling administrative function (at level 2 or equivalent or higher). Desirable : Experience in institution of repute like IISc, IIT, IISER etc. will be preferred.

Job Profile:

Administration Officer should be responsible for the Personnel and Establishment functions of the Institute. This includes:

* Establishment function
* Salary & benefits administration
* Conduct Rules and disciplinary matters
* Statutory compliance of various labour laws
* Compliance of reservation guidelines/directives pertaining to SC/ST/OBC & PwD employees
* General Management of campus, Security, IT & Estate Maintenance, and all support services contracts.
* Liaison with all government and other agencies and conduct of exams and meeting
* Knowledge of GFR2017, GEM, legal matters, knowledge of purchase and stores

4. International Relations Officer (Pay Post - 1/R (Regular)

Level in 7th Pay Scale : Pls. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th CPC)

Upper Age Limit : 45 years

Qualification

Graduate : 50% (and graduate degree with at least second class 55% marks) from a recognized reputed University or Institute

Desirable : Proficiency in computer operations, Internet Knowledge. Experience of working with CMS Learning Management System (LMS) will be an added advantage

Experience

Minimum 8 years of post-qualification experience out of which at least 2 years of experience in Level 7 equivalent in Administration. 4-5 years of experience in handling International Relations/ Partnerships/ Student Exchange programmes in Reputed Institutions/ Firms. Experience in IIM/ IIT will be preferred. Good knowledge of revenue streams in the international partnerships of higher educational institutions. Related experience overseas in the education, policy or business sectors and knowledge of Indian and practice

Job Profile:

* Officer should be able to identify, lead and manage international educational partnerships.
* To liaise with partner universities abroad and to identify and build opportunities for partnership.
* To support the documentation related to partnership and the ensure effective communication and coordination.
* Should be able to organize visits, seminars and conferences linked to the international partnerships.
* To monitor, Analyse and review the performance and value of international partnerships.
* To assist the Chairperson International Relations.

5. Compliance Officer (Accounts and Audit) One Post - 1/C (Regular)

Level in 7th Pay Scale : Pls. 56,100 - 1,77,500 Entry Pay: Rs. 56,100 (7th CPC)

Upper Age Limit : 45 years

Qualification

Graduate : Chartered Accountant / Cost Accountant and a member of Institute of Chartered Accountants of India/ Cost accounting knowledge of Company operations and accounting software.

Desirable : Certifications like Certified Internal Auditor (CIA), Certificate course on Internal Audit by ICAI, would be an added advantage

Experience

Minimum 8 years of post qualification experience out of which at least 2 years of experience in managerial level in Internal audit/ Cost/ Finance/ Accounts/ Internal Control/ Compliance/ Risk Management/ Internal Audit/ Cost Accounting/ Knowledge of company/ Legal/ Finance/ Accounts/ Internal Control/ Compliance/ Risk Management/ Internal Audit/ Cost Accounting/ Knowledge of

application fee.

- Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel through speed post/registered post. They should send the printout of the completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL. The envelope containing complete application should be super scribed as "Application for the post of ……." and must be sent to "AAO Establishment, CAO Office, IIM Jammu Campus, Jagti Jammu 181221 on or before the closing date.

- All Candidates are required to take out the printout of the online filled application form. A printed hard copy of the application form, along with all the required supporting documents, must be sent to the following address: "AAO Establishment, CAO Office, IIM Jammu Jagti, Jammu 181221", with mention on the envelope – APPLICATION FOR THE POST OF _____, within 03 days after closing of the last date through Speed post/Courier. Candidature of the applicants will be considered only after receiving the hardcopy of the application form along with the required supporting documents.

- The Institute reserves the right to reject/accept any candidature without assigning any reason.

- In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.

- A higher start in the pay scale may be considered in case of exceptionally deserving candidates.

- Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview / written/ skills test or/and for his/her selection.

- Candidates who are shortlisted for final interview but do not merit appointment to the post applied for may be considered for next lower post depending upon their suitability for the lower post.

- Candidate may also be considered to be appointed on contract for one /two years in consolidated salary. The contract may be extended based on performance and requirements of the Institute.

- Cut-off date for determining the age may be kept as the first day of the month on which the advertisement for the positions is published in the Newspapers / Institute website.

- Candidates who have applied for the same post in the last one year and were not shortlisted for the written/interview process are not eligible to apply.

Other Conditions:

- Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview/written/skills test. The decision of the Institute to call the candidates for interview/ written/skills test shall be final.

- Higher start in the pay scale may be considered for exceptionally deserving candidates. Salary will be on consolidated basis for contractual positions.

- All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview/ written/ skills test, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview/ written/ skills test.

- Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time. All SC/ST/NC-OBC-DAP category applications Certificates if shortlisted / selected will be verified as per norms and if any discrepancy found will be liable for termination with no benefits and all renumerations paid will be recovered in addition to disciplinary action as per IIM Jammu Rules.

- No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.

- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.

- In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding. Any court case will be at Jammu Jurisdiction only.

- Preference will be given to DAP (Differently Abled Persons) candidates if found suitable.

- Interview may be on online/offline mode as decided by the Administration. All written tests will be in offline mode.

- All outstation candidates called for interview for the posts of Level 10 and above will be paid II-AC Class Railway Fare from the present/mailing address to place of interview and back by the shortest route on production of proof of travel. However, no reimbursement will be made for local travel to the place of origin and at Jammu. No stay will be provided by IIM Jammu.

- For the posts of Level 8 and below, outstation SC/ST candidates called for test(s) or interview will be paid Sleeper Class Railway Fare from the mailing address to the place of test/interview and back by the shortest route. However, no reimbursement will be made for local travel to the place of origin and at Jammu. No stay will be provided by IIM Jammu.

- Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard. Age relaxation will be given to SC/ST/NC-OBC/DAP/Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce the latest relevant proof of eligibility to avail relaxation at the time of interview/ written/ skills test, if called for.

- In case of any concealment/distorted information found at any stage your appointment will be terminated, and the institute reserves the right to recover all the amount paid to you.

- If selected, before issue of offer letter the Institute reserves the right to verify the documents in original

- Canvassing in any form will be a disqualification.

- Only short-listed candidates will be contacted.

- No correspondence will be entertained in relation to this advertisement.

- For all positions, knowledge of computer applications is essential

- The Institute shall not be responsible for any postal delay.

- The Institute reserves the right to fill or not to fill any of or all the posts.

- The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.

- Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need

- Candidates who have applied for the same post in the last one year and have appeared in the written test/interview process are not eligible to apply. However, candidates who applied for the same post within the last one year but did not participate in the written test/interview process are eligible to apply.

Employees of IIM Jammu should send the printout of completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL as per IIM Jammu rules. The envelope containing complete application should be super scribed as "Application for the post of ……." and must be sent to "AAO (Establishment), CAO Office, IIM Jammu Campus, Jagti Jammu 181221 on or before the closing date.

Mode of Selection:

- For posts of Level 10 & above, the selection will be made based on personal interviews.

- For posts in Level 8, the selection will be made based on marks obtained in the prescribed Written Test, Skilled test followed with Interview.

- For posts in Level 6 and below, the selection will be made based on marks obtained in the prescribed qualification, Written Test and Skill Test and Interview if considered necessary.

How to Apply:

Fill in the application form online by furnishing all required details and paying the application fee of Rs. 590/- through online payment link below:

Click here to Apply Online (The application closed as of 10th February 2026 at 11:59 PM.)

Please address all queries regarding the application to nonfacultyrecruitment@iimj.ac.in / Phone No: 0191-2741400/336