

IIT Jammu invites online applications to fill the following post for Institutional services **on outsource (through manpower agency)**. The applications received through IIT Jammu **online portal** shall only be considered.

| Ser. | Name of the post  | Department/ Section             | Vacancies | Age Limit | Pay   |
|------|-------------------|---------------------------------|-----------|-----------|---|
| (a)  | Inventory Manager | Procurement & Inventory Control | 01        | 35 Years  | ₹ 30,000-40,000 per month<br>(Consolidated based on Qualification & experience) |

### **Roles and Responsibilities:**

The Inventory Manager will assist Assistant Registrar (Procurement & Inventory Control) in the area of materials management & inventory control. Below are some of the roles and responsibilities.

- To categorize the materials /items/equipment.
- To take appropriate action for the care and storage of the materials /items in the store.
- Periodical stock verification and ensure correctness of stock at all times.
- To prepare the list of unserviceable items to be written off.
- To take action for disposal of scraps materials /items/equipment as per the procedure.
- To handle day to day tasks proficiently.
- To manage reports with accuracy.

### **Essential Qualifications:**

- MBA in Inventory Management/ Supply Chain Management from a Govt. recognized University or Institute with at least 55% marks in aggregate or equivalent grade.
- Minimum 3 years' experience in handling inventory, maintenance of inventory ledger, receipt and issue of stores. Experience of working IT based system and ERP based inventory control module.

### **Desirable Qualifications:**

- Well versed with the domains like procurement process, IT proficient, MS Office applications.
- Ability to put up sustained efforts and perseverant.
- The candidate must have a sense of professional accountability and commitment for high quality data upkeep

### **General Instructions:**

- Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- The engagement shall be purely on **outsource basis through manpower outsourcing agency of the Institute** and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through Manpower agency contracted by IIT Jammu. Please

note that this is purely a 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.

- c) The Institute can fix the consolidated salary lower/ higher than the given range.
- d) No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- e) There is no application fee for Application form.
- f) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- g) Shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates. The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

**Application Submission:**

- a) Candidates are required to apply ONLINE only from 07 May, 2021 to 14 May, 2021 up to 5:00 pm.
- b) For submission of application through ONLINE MODE, please visit: <https://apply.iitjammu.ac.in> and select tab Contract Staff to apply.
- c) Incomplete applications shall be summarily rejected. Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).
- d) For any queries and information please write to [registrar@iitjammu.ac.in](mailto:registrar@iitjammu.ac.in)
- e) For further information, please visit the institute website: <https://iitjammu.ac.in>

Sd/xx

**(Col Sanjay Dahiya)**  
Registrar