

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F.no: LNMIIT/REG./Recruitment-NTS/30/2022-23

Dated: September 14, 2022

Recruitment for the Post of Assistant - Academic – Regular/Contract

The LNM Institute of Information Technology, Jaipur is inviting applications from eligible, qualified and experienced candidates for the recruitment to the post of **Assistant(Academic)-(Regular/Contract)**. Candidates fulfilling the requisite eligibility criteria may apply in a prescribed application format through e-mail by **October 3, 2022** and hard copy on or before **October 6, 2022**.

Pay, Qualification and Experience

1.	Name of the Institute	The LNM Institute of Information Technology, Jaipur
2.	Type of Institute	<i>de-novo</i> -Deemed-to-be-University
3.	Name of the Post	Assistant (Academic)
4.	Level (as per 7th CPC)	4
5.	Type of Appointment	Regular/Contract
6.	Basic per Month (For regular employment)	Rs.25500/-
7.	Educational Qualification and Experience	<p>a) Educational Qualifications</p> <ul style="list-style-type: none">● Bachelor's Degree from a recognized university or institute.● Typing Speed of 35 w.p.m. (English) and proficiency in Computer Word processing and Spread Sheet/MS-Excel.● <p>b) Experience</p> <ul style="list-style-type: none">● At least 2 years of relevant experience after graduation
1.	Age Limit	Preferably below 33 years.
	Job Description	<ul style="list-style-type: none">● Routine email communications with students/staff/faculty members● Routine academic processes including documentation (MS Office)/digitization/filing etc.● Data Management through ERP, MS-Word, MS-Excel, Google Forms etc.

**Institute reserves the right to not recruit for any given position without assigning any reason to the applicants.*

Candidates can apply through email at recruitment@lnmiit.ac.in.



(Dr. Vikram Sharma)
Acting Registrar