

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 Office Superintendent – 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 **Office Superintendent (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	Office Superintendent
4.	Level (as per 7th CPC)	7
5.	Type of Appointment	Regular/Contract
6.	Basic per Month (For regular employment)	Rs.44900/-
7.	Educational Qualification and Experience	Essential: i. First class Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline with minimum. OR Master's Degree from a recognized university or institute with excellent academic record ii. Computer Application course of at least 1 year or computer as part of degree/PG level. Experience: 5 years of relevant experience after receiving the Highest degree in a reputed Industries / Company /Corporation in a similar capacity. Desirable: Good written and oral communication skills in English
8.	Age Limit	Preferably below 36 years.



9.	Job Description	<ul style="list-style-type: none">● Management and Execution of Academic Processes & Policies● 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.
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**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