



भा.प्रौ.सं. मण्डी 175 075 (हिमाचल प्रदेश)
IIT Mandi 175 075 (Himachal Pradesh)
Recruitment Section

Advt. No. IIT Mandi/F/Recruit./NTS/Con-01/2021, **Date:** 17th November 2021
Online Application opening date: 17th November 2021 (Online Mode Only)
Last Date of Application: 8th December 2021 (Online Mode Only)

Indian Institute of Technology (IIT) Mandi (Himachal Pradesh) invites the applications for the post of Legal Assistant on contract (purely temporary basis). Details of post, eligibility criteria, qualification etc. are given below:-

Sr. No.	Name of the post	Pay (Consolidated)	Age Limit	Method of Recruitment	Period of contract
1.	Legal Assistant	₹ 20,000 - ₹ 25,000	40	Written Test	1 year

Last date of submission of online application form is 8th December 2021 up to 05.00 PM (IST). The age shall be determined as on the last date of the submission of the application form.

Post	Qualifications & Experience
Legal Assistant	Qualification: Post-Graduation/Graduation with Degree in Law. Experience: Candidates having relevant experience with law background will be preferred.
<i>The contract will be initially for one year which is extendable, based on need of the Institute and performance of the candidate.</i>	

General Instructions

1. The post is on contract (purely temporary basis) at IIT Mandi at Kamand (HP).
2. The last date for applying online is 08th December 2021 (05.00 PM). No applications will be entertained thereafter. Finally submitted online applications only will be considered. Any other mode of submission of applications will not be entertained or accepted.
3. The application fee of Rs. 100/- is to be paid through Online Transfer in IIT Mandi account. For online payment there is provision of SBI Collect, OR for account transfer Bank Account details of IIT Mandi are as follows:

Name of the Bank: State Bank of India

Branch address: SBI, IIT Mandi, Kamand, HP – 175075, Tel: 01905 – 267093

Account no. 31310230679, **IFS Code:** SBIN0013711

MICR Code: 175002103, **Type of Account:** Saving Account

4. The prescribed Application Form will be filled online from the Institute website (www.iitmandi.ac.in) and link (<http://oas.iitmandi.ac.in/recruitment>). Link will not be available after 08th December 2021.
5. Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth etc. Original certificates should be produced at the time of selection process as well as while joining.
6. Applicant is required to upload self attested certificate/s in support of minimum required experience in proper format i.e. it should be on the letter head of the organization, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
7. Institute reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for test. The decision of the Institute in this regard will be final.
8. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of online applications.
9. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test and reasons for not being called for test.
10. The candidate should be able to speak and write both in English and Hindi and fluency in English is essential for the post.
11. Addendum/corrigendum if any, in respect of this advertisement shall be published only on (<http://www.iitmandi.ac.in/administration/recruitment.php>). Accordingly, all applicants in their own interests are advised to keep track of the same.
12. For any query related to submission of online application, email may be sent to (oassupport@iitmandi.ac.in) and for general queries related to recruitment to (arrecruit@iitmandi.ac.in).
13. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
14. Candidates possessing the requisite qualification and experience may apply online at (<http://www.iitmandi.ac.in/administration/recruitment.php>). Canvassing in any form will be a disqualification.
