

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F.no: LNMIIT/REG./Recruitment-NTS/30/2023-24

Dated: March 18, 2024

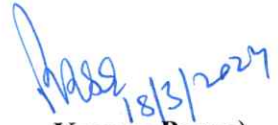
Recruitment for the Post of Junior Assistant - Admissions (Regular/Contract)

The LNM Institute of Information Technology, Jaipur is inviting applications from eligible, qualified and experienced candidates for the recruitment to the post of **Junior Assistant - Admissions (Regular/Contract)**. The candidates should possess the essential qualification as on closing date i.e., **March 30, 2024**, may apply through online mode on <https://www.lnmiit.ac.in/career.html>.

Pay, Qualification and Experience

1.	Name of the Institute	The LNM Institute of Information Technology, Jaipur
2.	Type of Institute	Deemed-to-be-University
3.	Name of the Post	Junior Assistant - Admissions
4.	Level (as per 7th CPC)	3
5.	Type of Appointment	Regular/Contract
6.	Basic per month for regular employment	Rs.21700/- (Yearly CTI with HRA 5.33 Lacs)
7.	Educational Qualification and Experience	<p>Essential: Qualifications and experience: Bachelor's Degree from a recognized University/ Institute with a minimum typing speed of 35 w.p.m. and proficiency in Computer Word Processing, spread sheet and Power Point etc.</p> <p>Skills Required:</p> <ol style="list-style-type: none">1. Proficiency in usage of MS Office and/or other relevant software.2. Proficiency in written and verbal communication in both English and Hindi. <p>Desirable:</p> <ol style="list-style-type: none">1. Proficiency in other computer skills, stenography skills.2. 2 years of relevant experience.3. Should be flexible with working hours during crucial phase of admission.4. Knowledge of ERP.
8.	Age Limit	Preferably below 32 years.

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


(Dr. Pawan Kumar Paras)
Registrar