THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F.no: LNMIIT/REG./Recruitment-NTS/30/2024-25 **Dated: May 27, 2025**

Recruitment for the Post of Administrative Officer – 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 **Administrative Officer.** The candidate possess the essential qualification as on closing date i.e. **June 04, 2025,** may apply through online mode.

Pay, Qualification and Experience:

1.	**Name of the Institute**	The LNM Institute of Information Technology, Jaipur
2.	**Type of Institute**	*de-novo*-Deemed-to-be-University
3.	**Name of the Post**	Administrative Officer
4.	**Level (as per 7th CPC)**	**10** ***(if appointed on a regular scale)***
5.	**Type of Appointment**	**Regular / Contract**
6.	**Basic per Month (For regular employment)**	Rs.56100/- (Yearly CTI including HRA 14.50 Lacs)
7.	**Educational Qualification and Experience**	**Essential** Masters' Degree in any discipline with at least 55% marks or its equivalent grade B in the UGC 7-point scale from a recognized University/ Institute of repute. In case of Ex Servicemen Graduate in any disciple with at least 50% marks in Graduation. He/she should have retired as a JCO. **Experience:** 10 years of relevant experience in regular service as Section Officer or Equivalent Position at Pay Level 7 & above of 7th CPC in a recognized University/ Institution of repute in the field of Estate Management & Hostel Administration **OR** 10 years of relevant experience in supervisory capacity in a Govt. office/ University / technological institution or an organization of repute which may include activities related to Estate Management, Hostel Administration, General Administration, Student Affairs, etc. **OR** In case Of Ex Servicemen, should have experience in maintenance of Messes & Campus area. Should have experience in management of Unit lines & Messes. **Desirable:** i. A degree in Law/ Management/ from a recognized University/ Institute. ii. Proficiency in Computer applications viz. Word Processing, Spread Sheet, Power Point and workable knowledge of ERP system.
8.	**Age Limit**	Preferably below 45 years (In case of Ex Servicemen below 55 Years)

27/5/2025

(Dr. Pawan Kumar Paras)
Registrar