



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

Advertisement Notice No.1 of 2022
(Advertisement for Internship)

The Islamic University of Science & Technology (IUST), Awantipora, seeks to engage Graduates/Post Graduates who have completed their qualifying degree within two years upto the last date of this advertisement notice (i.e. **on or after 15-01-2020**) from various recognized Universities / Institutions within India as “Interns”. These “Interns” shall be given exposure to various administrative Divisions/ Departments/ Laboratories and would be expected to learn and contribute to the process of working of the university through their knowledge in their respective areas. Therefore, online applications are invited from dynamic, tech-savvy and committed fresh graduates and post graduates to serve as Interns (Administrative/Technical) purely on temporary basis for a period of six months in the first instance.

Purpose: The purpose of the Policy is to provide an opportunity to the recent graduates/post graduates to supplement the working of the departments (both administrative and technical) as Interns and also attain professional competencies in their respective domain.

Period: The period of Internship shall be for six months. Interns not completing the requisite period will not be issued the certificate. The continuation of the interns for another six months shall be done on the basis of the need and appraisal report of the committee to be constituted for such purpose.

Experience Certificate: A certificate regarding successful completion of Internship shall be issued by the University.

Area and Specialization: Internship (Administrative & Technical)

1	Number of Positions	Administrative: 35	Technical: 20
2	Nature of Positions	Internship (purely temporary)	
3	Duration	As per the period defined above	
4	Essential Qualifications	For Administrative Interns: Bachelor's / Master's degree in any subject with at least 55% marks or equivalent from a recognized University. For Technical Interns: - B. Tech graduates in any discipline with at least 55% marks or equivalent from a recognised University <i>Or</i> - MCA/ MSc- IT graduates with at-least 55% marks or equivalent from a recognised University <i>Or</i> - M.Sc. graduates with at least 55% marks or equivalent from a recognised University. Note: The qualifying degree shall be considered as Bachelor's degree in case of such candidates who have only Bachelor's degree and Master's degree shall be considered as qualifying degree in case of such candidates who have both Bachelors and Master's degree. This shall be applicable to both administrative and technical interns, wherever applicable.	



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5	Nature of Work	The interns shall be responsible for: Administrative Interns: Office work in relation to managing human resource, accounts, purchase, student's affairs & academics and IT services etc. Technical Interns: - Laboratory Management - Instrumentation maintenance - IT / Engineering/ Media / Sports/ Library
6	Selection Procedure	Based on the Written Aptitude Test The Test will comprise of 60 MCQs covering General Knowledge, General English, Logical Thinking & Reasoning and Problem Solving. However, there will be negative marking of 0.25 mark for each incorrect answer. Duration of Test: 60 Minutes
7	Stipend	A stipend of Rs. 10,000/ per month shall be paid to administrative interns and Rs. 12,000/- per month shall be paid to technical Interns.
8	Casual Leaves	An intern shall be entitled to one casual leave per month. No other leave shall be admissible.

Important Dates:

Date of availability of online applications: **05-01-2022**

Last date of submission of online applications: **16-01-2022**

Last date of submission of Hard copy of downloaded online application forms: **17-01-2022**

Note: Submission of hard copy is mandatory without which the Online Application submitted by the candidate shall not be considered.

General Instructions:

1. The candidate must be domicile of J&K and should not be more than 27 years of age as on the date of the advertisement.
2. Before applying for the internship, candidates are advised to satisfy themselves about their eligibility.
3. Candidates not fulfilling the requirements prescribed here-in-above as on the last date prescribed for submission of online application form need not to apply.
4. Candidates are required to apply online through University website www.iust.ac.in. No other means/ mode of application will be accepted. The non-refundable fee of Rs. 200/- (Rupees Two Hundred only) shall have to be deposited as application fee through online mode.
5. Hard copy of application form complete in all respects duly supported by self attested copies of all relevant documents, certificates and testimonials shall have to be submitted in the office of the Trainings & Placements by or before the Last Date of submission of hardcopies of the application forms (i.e. **17-01-2022**), failing which the online application form submitted by the candidates shall not be considered.
6. Screening/shortlisting, (if needed), shall be done as per the University policy



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as adopted in this regard.

7. All relevant information/updates shall be uploaded on University website www.iust.ac.in. The Candidates are advised to remain in touch with University website.
8. Candidates will have to produce original documents relating to their qualification, at the time of joining. No TA / DA shall be paid for appearing in the written test.
9. The University reserves the right to defer / not to fill up any or all internship positions advertised here-in above, without assigning any reason thereof.
10. The University reserves the right to increase/decrease the number of internship positions advertised here-in-above.
11. The University reserves the right to alter/insert any corrections/additions in the advertisement notice through university website only, for which the candidates are advised to remain in touch with the official website: www.iust.ac.in.
12. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any mistake is detected even after the issue of engagement letter.

(Dr. S. Iqbal Quraishi)
Dy. Registrar
Placements & Trainings

No. IUST/CCPC/Internships_IUST/22/70

Dated: 03/01/2022

Copy to:

- *All Deans/Officers of the University.*
- *All Directors/Heads/Principals/Incharges of the Departments/Centres/Colleges/Administrative Offices.*
- *I/c Director IT&SS for necessary action.*
- *Spl. Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.*
- *PA to Registrar for kind information of Registrar.*
- *File.*