

# Indian Institute of Management Raipur

## Appointment for Non-Teaching Positions (On Contract)

Applications on the prescribed form are invited for following posts on contract:-

Sl. No.	Post	Department	No. of Posts				
			UR	OBC	SC	ST	Total
1	Junior Assistant	MDP, International Relation, Research, Students' Affairs, PGP, Placement, Administration	05	01	01	-	07
2	Junior Assistant	Finance & Accounts	-	01	-	-	01
3	Junior Assistant	Computers & IT	-	-	01	-	01
4	Junior Library Assistant	Library	01 (OH)*	-	-	-	01
5	Hostel Supervisor (Female)	Hostel	01	-	-	-	01

\* **OH – Orthopedically Handicapped**

(If orthopedically handicapped candidate not found suitable for the post of Junior Library Assistant, other unreserved candidate may be considered for the said position.)

**Note :** Reservation as per Central Govt. guidelines will be applicable for SC/ST/OBC/PwD candidates.

### **1. Junior Assistant - 05 UR, 01OBC, 01 SC (On Contract)**

**Department:** MDP / International Relation / Research / Students' Affairs / PGP / Placement /Administration

**Minimum Qualification:** Graduation in any discipline preferably in Management

**Minimum Experience:** **02 years'** experience of any reputed Institute or Organization.

Knowledge of computers operations (MS Office) is essential.

Proficiency in both Hindi & English language is required.

**Upper Age Limit:** 30 years

**Pay Scale:** Rs. 20,000/- (Consolidated)

**Period of Contract:** The contract will be for a period of **one year** which may be extended further based on performance and requirement of the Institute.

**Job Profile:** To assist the Activity Heads in MDP, International Relation, Research, Students' Affairs, PGP, Placement, Administration and other Institutional activities. He/she will have to handle the assigned portfolio under supervision and guidance of activity head.

### **2. Junior Assistant - 01OBC (On Contract)**

**Department:** Finance & Accounts

**Minimum Qualification:** Graduation in Commerce / Finance

**Minimum Experience:** **02 years'** experience of any reputed Institute or Organization.

Knowledge of computers operations (MS Office) is essential.

Proficiency in both Hindi & English language is required.

**Upper Age Limit:** 30 years

**Pay Scale:** Rs. 20,000/- (Consolidated)

**Period of Contract :** The contract will be for a period of **one year** which may be extended further on the basis of performance and requirement of the Institute.

**Job Profile:** To assist the Activity Heads in area of Finance & Accounts other Institutional activities. He/she will have to handle the assigned portfolio under supervision and guidance of activity head.

### **3. Junior Assistant - 01 SC (On Contract)**

**Department:** Computer & IT

**Minimum Qualification:** Graduation in Computer Science / Information Technology

**Minimum Experience:** **02 years'** experience of any reputed Institute or Organization.

Proficiency in both Hindi & English language is required.

**Upper Age Limit:** 30 years

**Pay Scale:** Rs. 20,000/- (Consolidated)

**Period of Contract :** The contract will be for a period of **one year** which may be extended further on the basis of performance and requirement of the Institute.

**Job Profile:** To assist the Activity Heads in Computers and IT Related work and other Institutional activities. He/she will have to handle the assigned portfolio under supervision and guidance of activity head.

### **4. Junior Library Assistant - 01 UR with OH Disability (On Contract)**

**Department:** Library

**Minimum Qualification:** Graduation in Library Science

**Minimum Experience:** **02 years'** experience of any reputed Institute or Organization.

Knowledge of computers operations (MS Office) is essential.

Proficiency in both Hindi & English language is required.

**Upper Age Limit:** 30 years

**Pay Scale:** Rs. 20,000/- (Consolidated)

**Period of Contract :** The contract will be for a period of **one year** which may be extended further on the basis of performance and requirement of the Institute.

**Job Profile:** To assist the Librarian in facilitating the library services to the Faculty and the students of the Institute. He / She has to perform other functions related to Library Management and Maintenance.

### **5. Hostel Supervisor (Female) - 01 UR (On Contract)**

**Department:** Hostel

**Minimum Qualification:** Graduation in any Discipline

**Minimum Experience:** **03 years'** experience of relevant field.

Knowledge of computers operations (MS Office) is essential.

Proficiency in both Hindi & English language is required.

**Upper Age Limit:** 35 years

**Pay Scale:** Rs. 20,000/- (Consolidated)

**Period of Contract:** The contract will be for a period of **one year** which may be extended further on the basis of performance and requirement of the Institute.

**Job Profile:** A hostel supervisor (female) is responsible for managing the services of the Girls hostel. She ensures that all inmates have a comfortable and safe stay in the hostel. She is responsible for general administration, discipline and infrastructure including housekeeping of the girls' hostel.

### **Relaxation in Eligibility Criteria for Reserved Categories: -**

1. **Age :** Upper age limit is relaxable as per the standing instructions of Govt. of India for the following categories, only if the post is reserved for these categories. :-
  - a. Upto five (5) years for SC/ST category candidates
  - b. Upto three (3) years for OBC category candidates
  - c. Upto five (5) years for PwD category UR candidates
  - d. Upto Ten (10) years for PwD category SC/ST candidates
  - e. Upto Eight (8) years for PwD category OBC candidates
2. **Degree of Disability for PwDs:** In case of PwD candidates only such persons would be eligible for reservation in service/posts, who suffer from not less than 40 percent of relevant disability. Candidates applying against reserved posts are required to attach the attested copies of relevant certificates issued from the concerned competent Authorities in the Performa as prescribed by Government of India as per format given at **Annexure - I**.
3. SC/ST Candidates must enclose with application, the copy of the Caste Certificate in GoI prescribed format duly issued by the competent authority.
4. OBC (Non-creamy layer) candidates are required to submit a certificate in GoI prescribed format duly issued on or after 31.03.2017 by the competent authority. To avoid delay in submission of applications, OBC candidates are allowed to apply with their OBC certificate issued before 31.03.2017. Such candidates shall be required to produce the updated OBC Certificate at the time of interview.
5. The reservation is against the following subcategories of disabilities -
  - (i) **Locomotors Impairment - One arm or one leg or both legs affected**

<b>Physical Requirement</b>	<b>Category of the Disabled suitable for the Job</b>
1. S – Work performed by Sitting	1. BL – Both Legs affected but not arms
2. BN – Work performed by Bending	2. OA – One Arm affected (R or L)
3. SE – Work performed by Seeing	(a) Impaired reach
4. RW – Work performed by Reading & Writing	(b) Weakness of grip
5. F – Work performed by manipulation by Fingers	(c) Ataxic
	3. OL – One Leg affected (R or L)

6. The selection to the advertised posts will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.
7. If orthopedically handicapped candidate not found suitable for the post of Junior Library Assistant, other unreserved candidate may be considered for the said position.

## General Information/Conditions: -

1. Candidates should read carefully the requisite minimum essential qualifications & experience given in the advertisement before applying for the relevant post.
2. Cutoff date for determining the age will be last date of receiving the application.
3. Good knowledge of Computer applications (MSWord, Excel, presentations software, Internet etc.) is an essential requirement.
4. The Institute reserves the right not to select any position without assigning any reason.
5. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
6. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test and verification of documents / degrees.
7. The Institute will communicate only with short-listed candidates.
8. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
9. Canvassing in any form will be a disqualification.
10. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
11. The application should be sent by **Registered / Speed Post only**. Hand delivery of applications will not be accepted.
12. The Institute shall not be responsible for any postal delay.
13. Selected candidates will be required to join the duties within one month.
14. TA / DA will not be reimbursed to the out-station candidates by the Institute for appearing in the written test.
15. Candidates are required to bring call letter at the time of written test. along with the copies of the relevant certificates in original for verification.
16. Incomplete applications will be rejected summarily.
17. The written test will be held at IIM Raipur campus covering questions on English, Hindi, Maths, General Aptitude and basic government procedures and service rules.
18. Date of written test will be put up on website. Candidates may visit the website regularly for any updates. **Any changes made in schedule will only be uploaded on the Institute website & will not be notified in the newspaper.**
19. Candidates (other than SC/ST/NC-OBCs/PwDs) are required to remit a non-refundable application fee of **Rs.500/-** (Rupees five hundred only) per application in the form of Demand Draft (DD) in favour of "**INDIAN INSTITUTE OF MANAGEMENT RAIPUR**" payable at **RAIPUR**. Candidates should mention their particulars **(Name, address and position applied for along with the serial Number of the post)** on the back of the Demand Draft.
20. **Candidates applying for more than one post should apply separately for each post.**

21. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
22. Candidates working in the Government/Semi-Government/Public Sector Undertakings should provide a No Objection Certificate from their employer / department along with the application.
23. Candidates fulfilling the eligibility criteria may submit their application on the prescribed Application Form along-with prescribed fee, testimonials and latest passport size photograph to **“Chief Administrative Officer, Indian Institute of Management Raipur, GEC Campus, Sejbahar, Raipur 492 015 through Registered / Speed Post only** in a sealed envelope **super scribed “Application for the post of (Name of the post applied along with Serial Number of the Post ) in IIM Raipur”**.
24. The last date for receipt of completed application forms is **08<sup>th</sup> May 2017**