

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 13

Date: 07th Sep 2022

Indian Institute of Management Raipur invites on-line applications for following posts:

Sl. No.	Post	Pay Level	Group	No. of post and category					Total
				UR	EWS	OBC	SC	ST	
1.	Placement Consultant (On Contract)	Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700	A	1					1
2.	Sr Administrative Officer (Regular)	Level-11, Entry Pay: Rs. 67,700	A	1					1
3.	Finance and Accounts Officer (Regular)	Level-10, Entry Pay: Rs. 56,100	A	1					1
4.	Senior Executive (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	1					1
5.	Junior Engineer (On Contract)	Consolidated emoluments at Level-6, Entry Pay: Rs. 35,400	B	1					1
6.	System Assistant (On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	2			1		2
7.	Library Assistant (On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	1					1
8.	Administrative Assistant (On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	2		1			3
9.	Estate Assistant (On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	1					1

Note : One post at each, Group (Gp A, Gp B and Gp C) is reserved for Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions.

1. Placement Consultant: One Post (On Contract) (1UR)

Qualification: MBA (HR) and equivalent from preferably single digit NIRF ranking Institute

Experience: 10 yrs work Experience in Educational Institution and 05 yrs experience in MNC.

Upper Age Limit: 55 years

Pay Scale: Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile:

To assist Chairman (Placement) in placement activities; Interaction with company executives for Summer Internship and Final Placement. Company visits and arrangement of corporate talks for students; Evaluating performance and making recommendations for personal growth; Undertaking presentation on career development, career skills and career opportunities; Overseeing day-to-day placement, career advertisement and recruitment activities; Coordination of activities with faculty, students and business community; Coordination and collaboration with other placement offices; To represent the organization at various community and /or business meetings; providing training in writing resumes, completing application and facing interviews etc.

2. Sr Administrative Officer: One Post (Regular) (1UR)

Qualification: PG Degree with minimum 60% from a UGC approved university.

Experience:

1. Minimum 5 yrs of administrative experience as Administrative Officer or a post having its grade pay of Rs. 5400/- in the Pay Band-3 or equivalent pay scale experience in Central / State PSU / Government / Semi-Government Organization / Autonomous Body / Private entity. Preference will be given to those having experience in NIRF single digit ranked Institute.
2. Comparable experience in a research establishment and /or other institutions of higher education

Upper Age Limit: 55 years

Pay Scale: Level-11, Entry Pay: Rs. 67,700

Job Profile: Overall responsibility, supervision and monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To supervise Post Graduate Programmes including PGP, ePGP, PGPMWE, FPM, EFPM (Doctoral Programmes); management of timetables of different Programmes and classrooms schedules; coordination with faculty including visiting /guest faculty; management of classroom; management of examinations and related activities; Liaison between faculty and administration.

He / She may also be assigned establishment and administration related duties to be discharged under the guidance of the Chairperson and CAO.

3. Finance & Accounts Officer: One Post (Regular) (1UR)

Qualification: Graduate with professional qualification of CA / CMA from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India.

Experience: Minimum 07 years of post-qualification in core accounting experience in Central / State PSU / Government / Semi-Government Organization / Autonomous Body / Private entity. Preference will be given to those having experience in NIRF single digit ranked Institute.

Pay scale: Level – 10: Entry pay: Rs. 56,100

Upper Age Limit: 50 years

Job Profile:

Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Co-ordination with Auditors: Prepare Budget Estimate and Revised Estimate: Correspondence with Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders (FRSR etc.). Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders. Reconciliation of Academic Fee, income from MDP programmes maintaining pay roll, issue of form – 16, TDS calculation for salary and

honorarium to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries. Any other duty assigned by FA&CAO / CAO / Dean / Director.

4. Sr Executive: One Post (On Contract) (1UR)

Qualification: Post graduate Degree with minimum 60% from UGC recognized university.

Experience: 15-year experience in academic administration preferably in single digit NIRF ranking Institute.

Upper Age Limit: 45 years

Pay Scale: Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600.

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile: To Assist Academic Data Base Management and Academic record keeping, record verification and academic software implementation.

5. Junior Engineer: One Post (On Contract) (1UR)

Qualification: Degree / three-years Diploma in Civil Engineering with minimum 60% from a recognized Institute or University or Board.

Experience: 07-year experience for Diploma and 05-year for Degree in Planning, Execution and Civil Engineering works of autonomous / academic institutions / PSUs / larger construction companies and Estate Management, assist in projects proposals.

Pay scale: Consolidated emoluments at Level-6, Entry Pay: Rs. 35,400

Contract Period: The period of the above-mentioned contractual employment should be initially for **11 months**, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 40years.

Job Profile:

To assist CAO in overall maintenance & facility management. Responsible for civil, electrical, and other maintenance of the campus; liaise with civil and other government agencies for ensuring all maintenance related support. Estimating, costing and measurement as per scheduled/nonscheduled rate of works.

6. System Assistant: Two Posts (On Contract) (1-UR, 1-SC)

Qualification: BE (CS/IT)/ B.Tech. (CS/IT) or Electronics Engineering with specialization in Computers or BCA/ B.Sc. in Computer Science/IT.

Desirable:

CCNA or RHCE Certified

Knowledge of Database, HTML, PHP, ASP and Web Development Technology.

Experience: Minimum of 1 years of post-qualification experience in maintaining and supporting large scale networks, hardware, software, internet, e-mail systems and related services. Candidates who have experience in IIM/IIT/IISER Central University/ Central/State Government concerns will be given priority.

Upper Age Limit: 35 Years

Pay Scale: Consolidated emolument at entry pay at Level 4. Entry Pay: Rs. 25,500

Contract Period: The period of the above-mentioned contractual employment should be initially for **11 months**, which may be extended subject to the performance and institutional requirements.

Job Profile: To assist in management of IT Services/Computer Services, covering networking, hardware maintenance, web/portal, intranet services besides application development aspects for workflows / ERP systems. Assists the ChairmanIT/Systems Manager in maintaining all IT systems and equipment, maintaining hardware, cabling systems, networks, software, campus wi-fi and other technical issues. Provides users basic training support in use of common PC software. Installing equipment and configuring the network, troubleshooting, and solving network related issues, improve the resilience of existing setup. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Raipur. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/ suggestions for improvements and resolving issues. Conceptualize and execute digital / physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to the IT team for implementation planning and information architecture for the website. Maintain aesthetics and responsiveness of the website on all screen sizes. Maintaining backups of IT setups. Assisting in IT related tasks given from Chairman(IT)/System Manager.

7. Library Assistant: One Post (On Contract) (1UR)

Qualification: Bachelor's Degree in Library Science with 60% marks from reputed institutions.

Experience: Minimum of 1-year experience in the relevant field. Expertise in Computers and ability to work in an automated environment is essential.

Upper Age Limit: 35 Years

Pay Scale: Consolidated emolument at entry pay at Level 4, Entry Pay: Rs. 35,400

Contract Period: The period of the above-mentioned contractual employment should be initially for **11 months**, which may be extended subject to the performance and institutional requirements.

Job Profile:

To assist the Librarian in facilitating the library services to the faculty and the students at the Institute. He / She has to perform other functions related to Library Management and Maintenance.

8. Administrative Assistant: Three Posts (On Contract) (2UR, 1OBC)

Qualification: Graduation from a UGC recognized university.

Experience: Minimum 2 years' experience in hotel industries/ autonomous / academic institutions / PSUs

Upper Age Limit: 35 Years

Pay Scale: Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500

Job Profile:

- Day to day routine work as per provided check list for housekeeping, mess, travel desk work, stores etc.
- Day to day to office and building maintenance work as per provided check list
- Day to day to Horticulture Work work as per provided check list.
- Filed supervision and execution, record keeping for various outsource to policy and procedures /as per scope of works
- Ensures security and emergency preparedness procedures are implemented properly
- Ensures that the facility is clean and maintained according.
- Handles general accounting tasks, such as accounts payable, payroll, petty cash, and budgeting
- Manages and reviews service contracts.
- etc.

09. Estate Assistant: One Post (On Contract) (1UR)

Qualification: Graduation with 50% marks form a UGC recognized university

Experience:

Minimum 10 yrs experience store Dept, Record keeping, field supervisor in Central / State PSU / Government / Semi-Government Organization / Autonomous Body / Private entity

Preferable Ex -services Man (age relaxation will be given as per GoI rules)

Upper Age Limit: 35 Years

Pay Scale: Consolidated emolument at entry pay at Level 4.

Contract Period: The period of the above-mentioned contractual employment should be initially for **11 months**, which may be extended subject to the performance and institutional requirements.

Job Profile:

- Fixed asset custodian
- Record keeping and management of all movable and non-movable assets
- Preparation check list/ record of all non-movable, machinery equipment, dead stock for their maintenance, issuing gate pass and auction procedure etc.

Relaxation in Eligibility Criteria for Reserved Categories: -

1. Reservation policy of Govt. of India shall be applicable.
2. **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.** :-

Category	Age relaxation permissible beyond the upper age limit
Schedule Caste (SC) / Schedule Tribe (ST)	5 Years
Non-creamy layer Other Backward Class (NC-OBC)	3 Years
Person with Disability (PwD)	PwD + UR - 10 Years
	PwD + SC/ST - 15 Years
	PwD + NC-OBC - 13 Years

Degree of Disability for Reservation: Only such Physically Handicap candidates would be eligible for reservation in service/posts, **who have a minimum of 40 % relevant disability.** Candidates applying against reserved posts are required to attach the attested copies of relevant certificates issued from the concerned competent Authority in the prescribed format of GoI.

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 31.03.2022 by the competent authority. To avoid delay in submission of applications, NC-OBC candidates are allowed to apply with their NC-OBC certificate issued before 31.03.2022. Such candidates shall be required to produce the updated NC-OBC Certificate at the time of written test / interview.
5. 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.

For Govt. prescribed format of SC/ST/NC-OBC/EWS/PwD, please click here (**Formats**).

General Information/Conditions: -

Candidates should read carefully the requisite minimum essential qualifications & experience given in the advertisement before applying for the post.

1. **Application forms can be submitted only through online mode on or before 28 Sep 2022.** A printout of online application along with self-attested photocopies of all relevant certificates/ testimonials in the same order as uploaded online, should be sent at the following address **through Registered / Speed Post only** in a sealed envelope **super scribed “Application for the post of (Name of the post applied) in IIM Raipur”** to

**The Chief Administrative Officer
Indian Institute of Management Raipur
Near Village: Cheriya – Ponta
P.O. – Kurru (Abhanpur)
Atal Nagar, Raipur – 493 661 Chhattisgarh**

2. **Candidates (other than SC / ST / PwD category/ Women) are required to remit a non-refundable application fee of Rs.500/- (Rupees five hundred only) through online payment mode after submitting the application.** Copy of the screen shot of receipt of payment to be sent along with the printout of the application. In case of non-receipt of fee, application will be summarily rejected.

3. **Last date of receipt of hard copy of the online applications along with self-attested photocopies of all relevant certificates/ testimonials is 05th Oct 2022.**
4. The crucial date for determining the age and experience shall be the **closing date** for submission of online **applications i.e. 28 September 2022**
5. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
6. Proficiency in both Hindi & English language is required for all the posts.
7. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
8. Candidates not found suitable for the position applied for, may be considered for a lower position.
9. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test / interview or/and for his/her selection.
10. The Institute will communicate only with short-listed candidates.
11. The number of vacancies indicated in the notification is tentative. Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, Institute also reserves the right NOT to fill any of the post advertised without assigning any reason.
12. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
13. Canvassing in any form will be a disqualification.
14. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
15. The application should be sent by Registered / Speed Post only. Hand delivery of applications will not be accepted.
16. The Institute shall not be responsible for any postal delay.
17. Selected candidate will be required to join the duties with in **one month**.
18. Outstation candidate called for written test / interview for the post will be paid travel allowance from the place of travel to Raipur and back by the shortest route through Demand Draft or NEFT on submission of valid to & fro tickets. Travel Allowance (TA) will be paid as per following norms:

Name of the Post	Travel Allowance
Placement Consultant (On Contract)	AC II tier or class travelled whichever is lower
Sr Administrative Officer (Regular)	
Finance and Accounts Officer (Regular)	
Senior Executive (On Contract)	AC III tier or class travelled whichever is lower
Junior Engineer (On Contract)	
System Assistant (On Contract)	
Library Assistant (On Contract)	
Administrative Assistant (On Contract)	
Estate Assistant (On Contract)	

19. Local travel charges and daily allowance will not be reimbursed.
20. Candidates are required to bring call letter at the time of written test / interview along with the copies of the relevant certificates in original for verification.

21. Incomplete applications will be rejected summarily.
22. IIM Raipur follows the reservation policy as per the Government of India Rules.
23. Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.
24. One post at each Group (Gp A, Gp B and Gp C) is reserved for Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Govt. of India instructions. In case of non-availability of suitable PwD candidate, the position may be filled with other reserved / unreserved category candidates, if there are other sanctioned posts available in respective level, which may be filled up by PwD candidates in subsequent recruitment.
25. Ex-serviceman will be given age relaxation as per GoI Rules.
26. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
27. SC/ST/NC-OBC/PwD Candidates must submit the copy of the Caste Certificate / Disability Certificate with application in GoI prescribed format duly issued by the competent authority.
28. The selection to the advertised post will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.
29. The written test / skill test / interview will be held at IIM Raipur campus covering questions on technical knowledge, general aptitude and basic government procedures and service rules relevant to the post applied.
30. Candidates are required to visit the institute website regularly for any updates. Any corrigendum / addendum with respect to the advertisement will only be uploaded on the Institute website & will not be published in the newspaper.
31. The shortlisted candidates will receive the intimation of written test / skill test / interviews through email only. The candidates are advised to configure their email accounts so as not to miss the intimation regarding written test / skill test / interview.
32. **Candidates working in the Government/Semi-Government/Public Sector Undertakings / Autonomous Bodies of GoI must submit a No Objection Certificate from their employer / department along with the application.**
33. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.
34. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
35. Any dispute with regard to the selection / recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
36. If any problem persists during online submission of application, please contact at 0771-2474651 or email at staffrecruitment@iimraipur.ac.in.

Chief Administrative Officer