



भारतीय प्रबन्ध संस्थान रायपुर  
Indian Institute of Management  
Raipur



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Date: 15 January 2023

**Recruitment for Admin Associate (On-Contract) – Rolling Advertisement**

Applications are invited for full-time, contractual post of “Admin Associate” in the Indian Institute of Management Raipur in various departments:

- Administration Office
- Estate and Maintenance
- Store and Purchase Office
- Travel Desk
- Library
- Executive Learning and Development Office
- Student Affairs Office
- International Relations Office
- Programmes Office
- Admission Office
- Research & Publication Office
- Accreditation Office
- Placement Office
- Alumni Office
- Consulting and Sponsored Research Office
- Entrepreneurship Office

**Job Requirements:**

Admin Associates shall help their respective department and department heads to ensure that the administrative operations of the institute run smoothly. The associate should have the ability to manage office operations, plan, schedule, and execute office-related events along with experience in handling confidential and sensitive information.

**Qualifications & Experience**

- Graduate in any discipline. Preference will be given to the candidates with work experience.

**Stipend** – Admin Associates will be given a stipend of Rs.24,000/- to Rs.30,000/- per month depending on qualification, experience, merit, performance in the interview/test. Higher start within the range will be given to the extremely deserving candidates.

**Age** – Below 40 years (Preferably be below 35 years of age).

**Duration** – Appointments will be made purely on contract basis for a period of 11 months initially. Renewal / Reappointment of contract, annual increase in stipend would be based on performance review.

**This is a rolling advertisement. Applications are invited throughout the year and will be processed periodically.**

## **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.
2. The crucial date for determining the age and experience shall be upon institute's discretion.
3. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
4. Proficiency in both Hindi & English language is desirable.
5. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
6. Candidates not found suitable for the position applied for, may be considered for a lower position.
7. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test / skill test / interview for his/her selection.
8. The Institute will communicate only with short-listed candidates.
9. Institute also reserves the right to NOT fill any of the post advertised without assigning any reason.
10. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / skill test / interview.
11. Canvassing in any form will be a disqualification.
12. The application form without the self-attested copies of all relevant certificates (both experience and education) will be rejected.
13. Selected candidate will be required to join the duties with in **one month**.
14. Travel Allowance will not be reimbursed to the shortlisted candidates for appearing in written test / skill test / interview.
15. Candidates are required to bring call letter at the time of written test / skill test / interview, along with the copies of the relevant certificates in original for verification.
16. Incomplete applications will be rejected summarily.
17. 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.
18. 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.
19. Any dispute with regard to the selection / recruitment process will be subject to Courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
20. If any problem persists during online submission of application, please contact at 0771-2474651 or email at [aarecruitment@iimraipur.ac.in](mailto:aarecruitment@iimraipur.ac.in).

**Chief Administrative Officer**