

Indian Institute of Management Raipur

Appointment for Non-Teaching Position

Advt. ID: IIMR/Rect./Non-Teaching/ 2023/02

Date : 04th May 2023

Indian Institute of Management Raipur invites online applications for following post:

S.No.	Post	Pay Level	Group	No. of Post & Category					Total
				UR	EWS	OBC	SC	ST	
1.	Corporate Relations Officer (On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A				1		1

1. **Corporate Relations Officer (On Contract): One Post (1 SC)**

Qualification: B.E/ B.Tech with minimum 60% from college/ university in the top 250 institutes as per latest NIRF rankings.

Experience: 10-years' experience in with working with Students in the area of test preparation or working with management associations.

Upper Age Limit: 55 years

Pay Scale: Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100

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 the Placement Office to attract organizations for Summer Placements/ Final placements. To assist other departments like ELDC & Consulting for bringing in consulting projects/ MDPs from various organizations.

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 13th May 2023.
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. In case of non-receipt of fee, application will be summarily rejected.
3. The crucial date for determining the age and experience shall be the closing date for submission of online applications i.e. 13th May 2023.
4. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
5. Proficiency in both Hindi & English language is required for all the posts.
6. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.

7. Candidates not found suitable for the position applied for, may be considered for a lower position.
8. 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.
9. The Institute will communicate only with short-listed candidates.
10. 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.
11. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of the interview and reasons for not being called for interview.
12. Canvassing in any form will lead to disqualification.
13. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
14. Selected candidate will be required to join the duties within one month.
15. 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
Corporate Relations Officer (On Contract)	AC II tier or class travelled whichever is lower

16. Local travel charges and daily allowance will not be reimbursed.
17. 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.
18. Incomplete applications will be rejected summarily.
19. IIM Raipur follows the reservation policy as per the Government of India Rules.
20. Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.
21. Ex-serviceman will be given age relaxation as per GoI Rules.
22. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
23. 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.
24. 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.
25. 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.
26. Candidates who have submitted their applications against recruitment advertisement No. Advt. ID: IIMR/Rect./Non-Teaching/ 2023/01 dated 15th March 2023 need not apply again unless there is a material change in their application.
27. The shortlisted candidates will receive the intimation of interviews through email only. The candidates are advised to configure their email accounts so as not to miss the intimation regarding interview.

28. Candidates who are employees of Government/Semi-Government/Public Sector Undertakings / Autonomous Bodies of GoI must submit a No Objection Certificate from their employer / department along with the application.
29. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.
30. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
31. Candidates are advised not to wait for the last date to apply. Institute will not be liable to refund the fee in case of multiple payments for the same post due to any reason.
32. Any dispute with regard to the selection / recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
33. If any problem persists during online submission of application, please contact at 0771-2474651 or email at staffrecruitment@iimraipur.ac.in.

In Charge, Establishment Section