

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2024/06

Date: 13th April 2024

Indian Institute of Management Raipur invites online applications for the Special Recruitment drive:

Sl. No.	Post	Pay Level	Group	No. of post and category					Total
				UR	EWS	OBC	SC	ST	
1.	Deputy Case Editor-Case Writer (On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	1					1

1. Deputy Case Editor-Case Writer (On Contract): 1 Posts (1UR)

Qualification: B.E./B.Tech/MBA/Master in Public Policy from a recognized university.

Preference will be given to candidates with qualifications from top 250 institutions as per the latest NIRF rankings.

Experience: Minimum 4 years of experience in case editing specializing in wiring business and administration cases.

Upper Age Limit: 40 years

Pay Scale: 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: case editing, with a focus on business and administration.

Proficiency in editing for clarity, coherence, and adherence to editorial standards.

Strong attention to detail and excellent proofreading skills.

Ability to work effectively under deadlines and manage multiple projects simultaneously.

Excellent communication and collaboration skills.

Familiarity with business terminology and concepts.

Good command of English as well as capability to and experience in undertaking necessary background research.

Relaxation in Eligibility Criteria for Reserved Categories: -

1. The 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, a 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 31.03.2024 by the competent authority. To avoid delay in the submission of applications, NC-OBC candidates are allowed to apply with their NC-OBC certificate issued before 30.03.2024. Such candidates shall be required to produce the updated NC-OBC Certificate at the time of the 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.

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 13.05.24.**
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 the fee, the 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. **13.05.24.**
4. Good knowledge of Computer applications (MS Word, Excel, PowerPoint 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 a 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. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, the Institute also reserves the right NOT to fill any of the posts advertised without assigning any reason.
11. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the interview and reasons for not being called for an interview.
12. Canvassing in any form will be a disqualification.
13. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
14. Selected candidates will be required to join the duties within **one month**.
15. Outstation candidates 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 the following norms:

Name of the Post	Travel Allowance
Finance & Accounts Officer (Sr. Grade) (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 a call letter at the time of the written test/interview along with copies of the relevant certificates in the 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. The application fee is exempted for women candidates.
23. SC/ST/NC-OBC/PwD Candidates must submit a 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. The written test/skill test/interview will be held at the IIM Raipur campus covering questions on technical knowledge, general aptitude, and basic government procedures and service rules relevant to the post applied.
26. 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.
27. 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.

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 the 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. Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
32. If any technical issues during the online submission of the application, please contact at 0771-2474651/610 or email at staffrecruitment@iimraipur.ac.in.

Head, HR Office