

# Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

Date: 04.07.2024

Advertisement for the Following Posts (on a project basis) at IIM Raipur.

- Position Type: Contractual for 3 Years.
- Qualification: Refer to the table below.
- Experience: Refer to the table below.
- Mode of Selection: Written test or interview.
- Salary: Based on qualification and experience as reported below:

S. No.	Designation	Qualification	No. of Post	Consolidated Salary	Age
1.	Asst. Engineer- (Civil)	<p><b>Qualification:</b> B.E./B.Tech (Civil Engineering) from the top 100 recognized institutions.</p> <p><b>Experience:</b> Minimum 5 years of experience, preferably in the field of civil engineering construction, building works, infrastructures, etc</p> <p><b>Job Responsibilities:</b></p> <p>i) Handling projects of campus construction, like IIM, IIT, NIT, or any other reputed institutes, including planning and execution, monitoring of civil, electrical, and communication engineering, designing and estimation, contract management, Construction management, etc.</p> <p>ii) Identifying the scope of works as per the relevant documents and requirements at site, assist in the preparation of preliminary/detailed estimates and associates drawings, technical specifications and note sheets, Preparation of tender documents, analysis of rates as per CPWD standards/manual, supervision of those works during the execution, quality checking, safety, checking of the measurements and bills raised by the contractor after the completion of the works</p> <p>iii) To ensure completion of project within scope and stipulated time and also controlling cost and resources and maintaining high- quality standards.</p>	1	INR 75,000/- per month	40 Years

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		<p>iv) Coordination with Architect, PMC,TPQA, Contractor/Construction agencies, and statutory authorities for all sorts of compliances on behalf of IIM Raipur.</p> <p>v) To check the quantity of work measured and checked by the construction agencies.</p> <p>vi) Responsible for protecting the interest of IIM including property of the campus.</p> <p>vii) To submit budgets, bills, accounts, and prescribed returns, etc. on time.</p> <p>viii) To submit required progress reports regularly for the works under their charge to their superiors.</p> <p>ix) To keep consumptions of materials and item-wise work expenditure.</p> <p>x) Organize meetings related to campus construction and brief on various aspects related to the campus construction.</p> <p>xi) Completely track the project performance especially to analyze the successful completion of its various stages as per project planning.</p> <p>xii) To monitor maintenance-related works of the existing campus.</p> <p>xii) To maintain all records, documents and photographs etc of the project, carry out periodic evaluations of the projects and prepare quarterly project report.</p> <p>xiii) Handle all present estate related aspects in close coordination with the administrations.</p>			
2.	Sr. Accounts Officer	<p><b>Qualification:</b> Graduate with professional qualification of CA / CMA or MBA in finance from a recognized university.</p> <p><b>Experience:</b> For qualified CA / CMA Minimum of 3 years' experience in the relevant field. For an MBA in finance Minimum of 7 years' experience in the relevant field. Preference will be given to candidates working with the Top 50 ranked</p>	1	INR 80,000/- per month	45 Years

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		<p>educational institutes as per the latest NIRF Rankings.</p> <p><b>Job Responsibilities:</b> Responsible for managing correspondence with the Income Tax Department concerning exemptions and returns, as well as the preparation and presentation of Annual Budget Estimates and Revised Estimates to the Finance Committee of the Board of Governors. Additionally, oversee the regulation of individual claims in accordance with Central Government rules and orders (FRSR etc.), ensuring compliance with payment procedures for contractors and service providers as per GFR 2017 and Central Government directives. Coordinate the reconciliation of Academic Fee and income from MDP programs, while also managing payroll, issuing Form-16, calculating TDS for salary, and disbursing honoraria to faculty and staff. Maintain Institute accounts as prescribed by the Controller and Auditor General of India, responding to audit queries, and securing annual audit reports for submission to the Ministry for parliamentary review. Administer NPS accounts for employees and regulate pension and gratuity claims in accordance with Central Government regulations. Manage short-term and long-term investments, prepare half-yearly accounts, and ensure timely conduct of internal audits, while also fulfilling any other duties assigned by FA&amp;CAO/CAO/Dean/Director.</p>			
3	Sr. Project Finance	<p><b>Qualification:</b> Hold a post-graduate degree in finance (MBA Finance/ M Com in accounts) from a recognized institute/ university.</p> <p><b>Experience:</b> At least 07 years of relevant work experience in handling government construction/infrastructure projects relating to finance &amp; accounts in the field of construction/infrastructure industries.</p> <p><b>Job Responsibilities:</b> Expertise in preparing budgets, tracking of cash flow, ERP implementation, audit (internal &amp; external), Maintenance of accounts, disbursement of monthly RA bills, investment, statutory auditing coordination, preparing budget estimates, monthly/quarterly tax compliances, processing of bills, etc.</p>	1	INR 70,000/- per month	40 Years

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4.	Sr. Project Associate (Finance & Accounts)	<p><b>Qualification:</b> Hold a post-graduate degree in finance (MBA Finance/ M Com in accounts) from a recognized institute/ university.</p> <p><b>Experience:</b> At least 05 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or Corporations/ Firms.</p> <p><b>Job Responsibilities:</b> Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, etc. A successful applicant is expected to manage the Finance and Accounts office. She should have a thorough knowledge of updated Tally software. Any other relevant work may be assigned by the Competent Authority from time to time. An accountant will report to the FA &amp; CAO and/or any other Official authorized by the Director.</p>	1	INR 50,000/- per month	40 Years
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The applicant must apply online through the link <https://iimraipur.ac.in/recruitment/>

**The deadline for submitting applications is 18 July 2024.** Only shortlisted candidates will be called for further scrutiny via the given email ID only. Application not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute.

Head, HR Office