

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2024/07

Date: 29th June 2024

Indian Institute of Management Raipur invites online applications for the following posts:

Sl. No.	Post	Pay Level	Group	No. of post and category					Total
				UR	EWS	OBC	SC	ST	
1.	Administrative Assistant (On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	1	1				2
2.	Junior Administrative Officer (on Contract/Regular)	Consolidated emoluments at Level-6, Entry Pay: Rs. 35,400	B	1					1

1. Administrative Assistant: 2 Posts (On Contract) (1 UR, 1 EWS)

Qualification: Graduation from a UGC-recognized university. Preference will be given to the Candidates with Law graduates / MBA in HR.

Experience: Minimum 1-year post qualification experience of Administration /Establishment/ HR Office in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

Upper Age Limit: 35 Years

Pay scale: Level – 4: Entry pay: Rs. 25,500

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

Job Profile:

1. Assisting in supervision/ 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.
2. Coordinate with the department head for the smooth functioning of the section. Organize events/ activities as per the department requirements.
3. To handle HR-related work including some legal aspects of the department.

2. Junior Administrative Officer: 1 Post (Regular / On Contract) (1UR)

Qualification: Graduation with a minimum of 60% from a UGC-approved university. Candidates with less than 60% will be eligible if they have post-graduation with a minimum of 60% from a UGC-approved university.

Experience: Minimum 3 years post qualification experience in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

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

Upper Age Limit: 40 years

Pay scale: Level – 6: Entry pay: Rs. 35,400

Job Profile: Assisting in supervision/ 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 support the various sections of the Institute like Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions office in their proper functioning. To coordinate with the Sr. AO/ AO and the other departments for smooth functioning of the section. To organize events/ activities as per the department requirements.

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 31.03.2024 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 13.07.2024. 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 13.07.2024**
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, 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. **13.07.2024**
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 the 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 interview and reasons for not being called for 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 tickets. Travel Allowance (TA) will be paid as per the following norms:

Name of the Post	Travel Allowance
Junior Administrative Officer	AC III-tier or class traveled whichever is lower
Administrative Assistant	

16. Local travel charges and daily allowance will not be reimbursed.
17. Candidates are required to bring call letter at the time of the written test/interview along with 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. One post in Group A and One Post in Group B 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.
22. Ex-serviceman will be given age relaxation as per GoI Rules.
23. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. **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.**
30. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.
31. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
32. Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
33. If any technical issues during online submission of application, please contact at 0771-2474651/610 or email at staffrecruitment@iimraipur.ac.in.

Head, HR Office