

# Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

Date: 21.08.2024

## Advertisement for the Post of HR Consultant to review the HR Policy of the institute.

- Job Title: HR Consultant.
- Position Type: Consultancy.
- Qualification: Refer to the table below.
- Experience: Refer to the table below.
- Mode of Selection: by the interview.
- Remuneration: Refer to the table below:

Name of Post	HR Consultant		
Period of consultancy	Initially for 3 months. The consultancy period can be extended for further period as the requirement of the institute.		
Age	Minimum 45 Years.		
Qualification	The applicant has a post-graduate degree in HR. The consultant should have: <ul style="list-style-type: none"><li>• experience of working as faculty in the area of HR &amp; Organisation Behaviour with IIMs/ IITs/ NITs/ ISERs or similar institutes of national importance.</li><li>• should have knowledge of CCS /CCA rules, fundamental rules, and supplementary rules such as gratuity, leave encashment, NPS Roster, Leave rules, etc.</li></ul>		
Remuneration & Entitlement	Consultancy fees are Rs. 5 lakhs for the period of 3 months and for extended period proportionate. The rest of the thing is negotiable.		
Minimum Deliverables	Sr. No.	Deliverables	Work Completion
	1	Interim report	Within 60 days from the date of engagement
	2	Final report	Within 30 days from the date of submission of the interim report
	Note: extension in work completion days may be granted in exceptional cases on approval of competent authority.		
Job Location	Flexible/ Negotiable		
Nature and Description of the Job	The consultant reviews the existing HR Manual and suggests changes to the manual to accomplish the following: <ul style="list-style-type: none"><li>a) The HR manual should be easy to use and read and should be easily understood by all.</li><li>b) The HR manual should cover all major areas of HR and any aspect not covered in the existing manual should be addressed.</li><li>c) The HR manual should benchmark against the current best practice available in the six older IIMs viz. IIM Ahmedabad, IIM Bangalore, IIM Kolkata, IIM Lucknow, IIM Indore and IIM Kozhikode.</li></ul>		

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	<p>d) The HR manual should set a benchmark for the future and should align with the long-term goals of the institute.</p> <p>e) The HR manual should align with all the statutory and regulatory guidelines applicable to the institute.</p> <p>f) The HR manual undergoes periodic review to keep it updated as per government guidelines and board decisions made from time to time.</p> <p>g) The consultant will submit interim and final report as per the following format for the review of the committee of IIM Raipur: -</p> <p><b>i. Format for review of “HR Policy” with existing:</b></p> <table border="1"><thead><tr><th>S.No.</th><th>Existing HR Policy</th><th>Recommended Policy</th><th>Supporting document for recommended policy</th><th>Remark with reference to existing provision</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p><b>ii. Consolidated final report:</b> Designing, Formatting, Proofreading, Digital Proofing, and conversion of fully developed “HR Policy” in PDF format for upload on our website.</p>	S.No.	Existing HR Policy	Recommended Policy	Supporting document for recommended policy	Remark with reference to existing provision					
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The applicant must apply online through the link <https://iimraipur.ac.in/recruitment/>

**The deadline for submitting applications is September 4, 2024.** Only shortlisted candidates will be called for further scrutiny via 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