

Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

Appointment for Non-Teaching Positions (on Contract) at IIM Raipur.

1. Corporate Relations Officer: 1 Post (On Contract)

Qualification: Graduate from UGC-approved university. Preference will be given to the candidates having postgraduate degree and excellent communication and presentation skills.

Age: 45 years and above

Experience: Minimum 10 years of post-qualification experience in areas such as recruiter relationship building, placements, networking, corporate communications, or marketing.

Job Responsibilities:

1. work for employment of the students of IIM Raipur in the corporate world and relevant organizations.
2. Network with the prestigious organisations for campus placements.
3. coordinate for in-campus and ex-campus placement drive for the students
4. take initiative to develop contacts with HR Heads and top corporate leaders leading to representation and branding of the talent pool of the students.
5. ability to plan and execute placement targets successfully in a time-bound and disciplined manner as per the academic calendar of the Institute.
6. Collaborate and promote Career Planning services through in-class presentations, student organization outreach, new student orientation and in concert with college support services.
7. bring new national and international employment opportunities for the students by establishing and maintaining productive institute-employer partnerships.
8. organize conclaves, seminars and conferences to strengthen the industry linkages through various direct and indirect, cultural and knowledge exchange routes.
9. Conceive activities for brand building & external communication.
10. the candidate is expected to travel extensively and engaging companies for empanelling them as a recruiter.

Consolidated Emoluments: Negotiable and commensurate with relevant successful track record, qualifications, and potential to deliver results (On consolidated basis).

Contract Period: Appointments will be made purely on a contract basis for a period of 3 years, which may be extended subject to the performance and institutional requirements.

2. Finance Officer: 1 post- (on contract)

Qualification: Graduate with professional qualification of CA from the ICAI or MBA in Finance.

Age: 40 Years or less

Experience: 10 Years of experience in Central / State PSU / Government / Semi-Government Organization / Autonomous Body. Preference will be given to candidates working with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

Job Responsibilities:

Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Co-ordination with Auditors: Prepare Budget Estimate and Revised Estimate:

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Correspondence with Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders (FRSR etc.). Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders. Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary, and Page 3 of 8 honoraria to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short-term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries. Any other duty assigned by FA&CAO / CAO / Dean / Director.

Consolidated Emoluments: Negotiable and commensurate with relevant successful track record, qualifications, and potential to deliver results (On consolidated basis).

Contract Period: Appointments will be made purely on a contract basis for a period of 3 Years initially, which may be extended subject to the performance and institutional requirements.

The applicant must apply online through the link <https://iimraipur.ac.in/recruitment/>

The deadline for submitting applications is 11 December 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