

# Indian Institute of Management Raipur

## Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2025/01

Date: 7<sup>th</sup> March 2025

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

Sl. No.	Post	Pay Level	Group	No. of post and category						Total
				UR	EWS	OBC	SC	ST	PwD	
1.	Administrative Officer (Regular / On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	2					1	3
2.	Senior Store and Purchase Officer (Regular)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	1						1
3.	Asstt. Administrative Officer (Regular / On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	4			1			5
4.	Junior Administrative Officer (Regular / On Contract)	Consolidated emoluments at Level-6, Entry Pay: Rs. 35,400	B	3			1			4
5.	Administrative Assistant (Regular / On Contract)	Consolidated emoluments at Level-4, Entry Pay: Rs. 25,500	C	4						4

### **1. Administrative Officer (Regular / On Contract): 3 Post (2 UR, 1 PwD)**

**Qualification: PG Degree with minimum 60% from a UGC approved university.**

**Experience:** Minimum 8 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.

**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.

**Upper Age Limit:** 50 years

**Job Profile:** Overall responsibility, supervision and 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 Accreditation Office, Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions office in their proper functioning. To coordinate with the Chairperson and the other departments for smooth functioning of the section. To organize events/ activities as per the department requirements.

## **2. Senior Store and Purchase Officer (Regular / On Contract): 1 Post (1 UR)**

**Qualification:** Master's Degree or equivalent in any discipline from UGC approved Institution, and a first-class degree/diploma in supply & logistics /materials management.

Or

Postgraduate / MBA in supply & logistics / materials management with first class from UGC approved Institution.

**Experience:** Minimum 8 years post qualification experience in handling purchase and store functions in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

**Pay scale:** Level – 10: Entry pay: Rs. 56,100

**Upper Age Limit:** 50 years

**Job Profile:** To manage the purchase/ store functions of the Institute.

Coordinates all Tenders, E- Procurement process, Contracts, AMCs, stores functions, inventory control and administration.

Coordinates with vendors, suppliers and other service providers like Printers, Publishers etc.

Should have knowledge of Purchase and Contract process as per General Financial Rules (GFR).

Knowledge and experience of GFR and Purchase/ Tender/ Contract/ E-Procurement/ GeM procurement function will be essential.

## **3. Assistant Administrative Officer: 5 Posts (Regular / On Contract) (4 UR, 1 SC)**

**Qualification:** PG Degree with minimum 60% from a UGC approved university.

**Experience:** Minimum 5 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.

**Pay scale:** Level – 8: Entry pay: Rs. 47,600

**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.

**Upper Age Limit:** 45 years

**Job Profile:** Supervision and 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.

## **4. Junior Administrative Officer (Regular / On Contract): 4 Posts (3UR, 1SC)**

**Qualification:** Graduation with minimum 60% from a UGC approved university. Preference will be given to the candidate having PG Degree.

**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.

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

**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.

**Upper Age Limit:** 40 years

**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, Library & 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.

**5. Administrative Assistant: 4 Posts (Regular / On Contract) (4 UR,**

**Qualification:** Graduation from a UGC recognized university.

**Experience:** Minimum 1-year 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.

**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:** 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. Page 4 of 6 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.

*\*Person working at IIM Raipur or other IIM, IIT, and NIT will be considered as departmental candidates. There will be no age bar for departmental candidates.*

## 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 31.03.2022 by the competent authority to avoid delay in submission of applications. However, candidates shall be required to produce the updated NC-OBC Certificate issued on or after 31.03.2023 at the time of 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.

For Govt. prescribed format of SC/ST/NC-OBC/EWS/PwD, please click here (**Formats**).

## **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 21.03.2025**
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, 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. **21.03.2025**
4. Good knowledge of Computer applications (MSWord, Excel, Power Point 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 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 lead to disqualification.
13. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
14. Selected candidate will be required to join the duties within **one month**.
15. Outstation candidate 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 following norms:

Name of the Post	Travel Allowance
Administrative Officer (Regular / On Contract)	AC II tier or class travelled whichever is lower
Senior Store and Purchase Officer (Regular)	
Asstt. Administrative Officer (Regular / On Contract)	AC III tier or class travelled whichever is lower
Junior Administrative Officer (Regular / On Contract)	
Administrative Assistant (Regular / On Contract)	

16. Local travel charges and daily allowance will not be reimbursed.
17. Candidates are required to bring call letter at the time of written test / interview along with the 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. Ex-serviceman will be given age relaxation as per GoI Rules.
22. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
23. 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.

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 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 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. Candidates are advised not to wait for the last date to apply. Institute will not be liable to refund the fee in case of multiple payments for the same post due to any reason.
32. Any dispute with regard to the selection / recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
33. If any problem persists during online submission of application, please contact at 0771-2474755/756 or email at [staffrecruitment@iimraipur.ac.in](mailto:staffrecruitment@iimraipur.ac.in).

**Head, HR Office**