



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management
Raipur

अटल नगर, पी.ओ. - कुरु (अभनपुर)
रायपुर - 493 661, छत्तीसगढ़, भारत
Atal Nagar, P. O. - Kurru (Abhanpur)
Raipur - 493 661, Chhattisgarh, India
ई-मेल / E-mail : caoffice@iimraipur.ac.in
वेबसाइट / website : www.iimraipur.ac.in

Advertisement for Non-Faculty Position

Advt. No. IIMR/Rect./Non-Teaching/01

Date: 07.03.2025

Applications are invited on the prescribed format for the post of Chief Administrative Officer (On Contract)

Chief Administrative Officer (On Contract) – 1 Post

Qualification: Post-graduation in any discipline with 55% marks or equivalent grade from a recognized University / Institute. Preference will be given to the candidate having PhD.

Experience: Minimum 15 years of administrative experience of working as a head of administration department of a Government of India / PSU / autonomous establishment / higher education academic institute.

With at least 4 years of experience in the Top 10 NIRF ranked Management educational institutes.

Preferred age limit: 45 years. Relaxation as per GoI Rules.

Pay Scale: Contractual position with consolidated monthly emolument equivalent to Level 13 A-2: Entry pay Rs. 1,39,600/-

Category: Unreserved

Job Profile:

- Chief Administrative Officer (CAO) is expected to engage himself in administration and finance & accounts related works of IIM Raipur.
- The CAO is required to lead a team of Officers in the Institute and guide them in their day-to-day activities and to coordinate and control the academic and administrative activities including general administration, security and hostel management, estate management, engineering & construction, stores & purchase, outsourced services, etc.
- CAO is responsible for accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems.
- He / She is Nodal Officer for MHRD in matters of Grievances, SC/ST/OBC, Parliament Questions etc.
- Further CAO shall be assigned institutional responsibilities in accordance with Institute's needs. He / She is also required to assist in organizing various committee and BoG meetings and prepares agendas and minutes of meeting.
- He / She is required to maintain liaison between Institute and outside authorities.
- He / She is required to co-ordinate activities with faculty members and render necessary administrative support in discharge of their duties.

2. Chief Project Manager (On Contract) – 1 Post

Educational Qualifications and Experience:

- Post-graduation in any discipline
- Preference for Ph.D. holders and retired Col (Selection Grade) or equivalent from other defense forces.

Experience:

Minimum 20 years of experience in procurement for national-level institutes.

At least 4 years of administrative experience, including financial approvals, government audits, procurement, and related functions in a management institute of national importance.

Age limit:

Not less than 55 years of age.

Major Duties and Responsibilities:

Responsible for providing technical advice and resolving project bottlenecks to ensure implementation of the projects as per plan:

- To approve project design in synchronization as per plan.
- To monitor, review and approve project resource requirements and track project progress.
- To liaison with internal and external stakeholders and ensure quality and on time project delivery
- Drawing up list of vendors, preparation of bills of materials, drawing up specifications and participate in the process of negotiations, prepare draft purchase/work order and certify the bills of vendors for all contracts.
- To coordinate the Onsite Construction Management by PMC's Staff, comprising a Team of Project Managers and Construction/Service Engineers to monitor progress and quality of work.
- Responsible for coordination and interaction with the architects, engineers and the vendors for ensuring quality delivery of the projects complying with the set timelines and standards. S/he also interfaces with the Estate, Administration and the finance department to ensure smooth running of the projects.
- Bottom line responsibility on project cost, quality of work and timely completion and back-up support on attending to snags, if any, will be taken by PMC to the extent of scope of work entrusted to them and clearly defined.
- Motivating and develop team members and help imbibe leadership skills among them. S/he is also expected to build team capability in specific tasks to enable effective project implementation.
- Any other work assigned by the Institute from time to time.

Reporting Authority: The Chief Project Manager will report to the Director of the institute.

Contract Period: This position is on contract for a year. Extendable based on project completion duration.

Accommodation: accommodation will be provided on the campus based the availability.

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 21.03.2025**
2. **Candidates (other than SC / ST / PwD category/ Women) are required to remit a non-refundable application fee of Rs.1000/- (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. 21.03.2025**
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 candidate called for interview for the post will be paid travel allowance from the present place of residence in India 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:
 - (a) Economy Air fare or class actually travelled whichever is lower.
 - (b) Local travel charges and daily allowance will not be reimbursed.
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. 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. Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
32. If any technical issues during online submission of application, please contact at 0771-2474755/756 or email at establishment_office@iimraipur.ac.in.

**Head, HR Office
IIM Raipur**