

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2025/02

Date: 14th May 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.	Senior Store and Purchase Officer (Regular)	Level 10, Entry Pay: Rs. 56,100	A	1						1

1. Senior Store and Purchase Officer (Regular): 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

B.E/B.Tech. / B.Com. with a Post Graduate Diploma in Material Management with 60% marks or equivalent grade in both from a recognized Institute/ University.

Experience: Minimum 10 years of 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: 45 years

Job Profile: To head the stores and purchase team of the institute and ensure proper functioning of his section.

Having detailed knowledge of tendering/ e-tendering process, negotiation and store process as given in GFR 2017 and procurement process through GeM are essential.

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 29.05.2025**
2. **Candidates 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. **29.05.2025**.
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. 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.
8. The Institute will communicate only with short-listed candidates.
9. 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.
10. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
11. Canvassing in any form will lead to disqualification.
12. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
13. Selected candidate will be required to join the duties within **one month**.
14. 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
Senior Store and Purchase Officer (Regular)	AC II tier or class travelled whichever is lower

15. Local travel charges and daily allowance will not be reimbursed.
16. 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.
17. Incomplete applications will be rejected summarily.
18. IIM Raipur follows the reservation policy as per the Government of India Rules.
19. Ex-serviceman will be given age relaxation as per GoI Rules.
20. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
21. The selection to the advertised post will be made as per the category mentioned against the vacancy.
22. 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.
23. 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.
24. 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.
25. **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.**
26. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.

27. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
28. 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.
29. Any dispute with regard to the selection / recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
30. If any problem persists during online submission of application, please contact at 0771-2474755/756 or email at establishment_office@iimraipur.ac.in.

Head-HR Office

