

# Indian Institute of Management Raipur

## Appointment for Non-Teaching Positions

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

Date: 26<sup>th</sup> July 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.	Chief Administrative Officer (On contract)	consolidated monthly emoluments equivalent to Level-13: Entry pay Rs. 1,39,600/-	A	1						1
2.	Administrative Officer (On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	1						1
3.	Senior Store and Purchase Officer (Regular)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	1						1
4	Head HR Office (On Contract)	Consolidated emoluments Rs. Level-12 Entry Pay: Rs. 78,800	A	1						1

### 1. **Chief Administrative Officer (On Contract): 1 Post (1 UR)**

**Qualification:** Post Graduation in any discipline with 60% marks or equivalent grade from a recognized University / Institute.

**Experience:** Minimum 20 years of experience of working in a Government of India / PSU / autonomous establishment / higher education academic institute.

**Desirable:** Candidates who have held the following positions will be given preference:

**A : Administrative Officer**

**C : Civil Servant**

**D: Defense Services**

With knowledge of key functional areas of government organizations, particularly academic institutes.

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

**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.

**Minimum Age Limit:** 50 years

#### **Job Profile:**

a) The Chief Administrative Officer (CAO) is expected to engage himself in the administration and finance & accounts-related works of IIM Raipur.

b) 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.

c) 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.

d) He / She is Nodal Officer for MHRD in matters of Grievances, SC/ST/OBC, Parliament Questions etc.

e) 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.

- f) He / She is required to maintain liaison between Institute and outside authorities.
- g) He / She is required to co-ordinate activities with faculty members and render necessary administrative support in discharge of their duties.
- (h) First Appellate Authority under the RTI Act-2005.

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

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

**Experience:** Minimum 10 years post-qualification experience in an academic or administrative role.

Preference will be given to the candidates having PhD degree and at least 2 years of experience as Office Head of the program office, like PGP/ELDC/MDP Office at IIMs or similar.

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

**Contract Period:** In case of contractual employment, the initial period will be initially for three years, which may be extended subject to performance and institutional requirements.

**Upper Age Limit:** 50 years

### **Job Profile:**

#### **1. Management Development Programs (MDPs):**

Tailored programs for corporates to enhance executive leadership, strategic thinking, and other key management skills. Available in residential, non-residential, and hybrid formats.

#### **2. Faculty Development Programs (FDPs):**

Programs designed to empower faculty members from various institutions, offering insights into teaching methodologies, academic research, and personal development.

#### **3. In-Company Training Programs:**

Customized programs conducted at the client's location, focused on specific industry needs, offering flexibility for both residential and non-residential formats.

#### **4. Faculty-initiated Training Program:**

Faculty members at IIM Raipur are encouraged to propose and conduct training programs in collaboration with corporate and government entities, fostering research-based learning.

#### **5. Programs for Government Institutions:**

Specialized training programs for state and central government officials, focused on public sector leadership, governance, and administration.

## **3. 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.

**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.

#### **4. Head, HR Office (Regular / On Contract) 1 UR**

**Qualification:** Post-Graduation in Human Resource Management with 60% marks from top 50 NIRF ranking management institute.

**Experience: In case of regular Appointment:** Minimum of 15 Years of experience out of which 10 years experience in level 11 with the grade pay of Rs. 6600/- or equivalent pay scale or 5 years experience in level 12 with the grade pay of Rs. 7600/- or equivalent pay scale experience in Central PSU/ State PSU / Government / Semi-Government Organization / Autonomous Body/ top ranking Pvt. Sector companies.

**In case of contractual appointment:** 15 years of relevant experience in Central PSU/ State PSU / Government / Semi-Government Organization / Autonomous Body/top-ranking Pvt. Sector companies.

**Pay scale:** Level-12, Entry pay: Rs. 78,800

**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.

**Minimum Age Limit:** 40 years

##### **Job Profile:**

1. Develop and implement HR strategies aligned with the overall vision and objectives of IIM Raipur.
2. Advise on HR matters including workforce planning, policy formulation, and staff welfare initiatives.
3. Lead the recruitment process for academic, administrative, and project staff in accordance with GoI/IIM Act/Institute norms.
4. Develop and implement strategies to attract, retain and motivate high-quality talent.
5. Formulate and periodically review HR policies, employee service rules, and manuals in line with government guidelines and institutional requirements.
6. Ensure compliance with statutory and regulatory norms including those of MoE, DoPT, and other regulatory bodies.
7. Oversee the implementation and improvement of staff performance appraisal systems.
8. Facilitate career progression and capacity-building initiatives for employees.
9. Establish mechanisms for handling employee grievances, disciplinary actions, and conflict resolution in a timely and fair manner.
10. Manage day-to-day HR operations including leave management, payroll coordination, employee records, and service matters.
11. Maintain accurate HR data and generate periodic reports and dashboards for decision-making.
12. Serve as the key liaison with statutory bodies, auditors, government authorities, and internal committees on HR matters.
13. Coordinate with various academic and administrative departments for seamless HR service delivery.

## **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 26.08.2025**
2. **Candidates (other than SC / ST / PwD category/ Women) are required to remit a non-refundable application fee of Rs. 2500/- (Rupees five hundred only) for the position of Chief Administrative Officer and Rs. 1000/- for the other positions mentioned above 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. **26.08.2025**.
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
Chief Administrative Officer (On Contract)	Economy Air fare or class actually travelled whichever is lower.
Administrative Officer (Regular / On Contract) Senior Store and Purchase Officer Head, HR Office	AC II tier or class travelled whichever is lower

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 the 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 or email at [establishment\\_office@iimraipur.ac.in](mailto:establishment_office@iimraipur.ac.in)

Sd/-

Head- HR Office