

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2025/03

Date: 02nd August 2025

Indian Institute of Management Raipur invites online applications from eligible Indian Nationals for appointment to the following Non-Teaching (Administrative) posts on a direct recruitment basis with the qualifications and experience as follows: -

Sl. No.	Name of the Post	Pay Level	Group	Number of vacancies	Category	Total
1.	Chief Administrative Officer (On Contract/Deputation)	Consolidated monthly emoluments equivalent to Level-13A2 Entry Pay: Rs. 1,39,600/- PB4 37400-67000	A	1	UR	1
2.	Administrative Officer (Regular/On Contract)	Consolidated emoluments at Level 10 Entry Pay: Rs. 56,100/-	A	2	UR	2

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

Qualification: Post-graduate master's degree in any discipline with 55% marks or equivalent grade from a recognized University / Institute.

Experience: Minimum of 15 years of administrative experience, out of which a minimum of three years should be as the head of the administration department of a Government of India / PSU / autonomous establishment/ higher education academic institute.

Desirable: An additional qualification in law or management is desirable.

Preference: Defense officer in the rank of Colonel / Brigadier who have experience in higher education institute of National Importance.

Pay scale: Level 13 A2, PB4 37400-67000

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended to subject to performance and institutional requirements.

Upper Age Limit: 55 years

Job Profile:

- The 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 personnel, general administration, including security and hostel management, estate management, engineering & construction, stores & purchase, outsourced services, etc. CAO will also act as the First Appellate Authority under the RTI Act, 2005.
- 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 the Institute's needs. He / She is also required to assist in organizing various committees and BoG meetings and prepare agendas and minutes of meeting.
- f) He / She is required to maintain liaison between the Institute and outside authorities.
- g) He / She is required to coordinate activities with faculty members and render necessary administrative support in the discharge of their duties.

Reporting

The CAO will report directly to the **Director, IIM Raipur**, and work closely with the Board of Governors and various statutory committees.

2. Administrative Officer (Regular / On Contract): 2 Posts (2 UR)

Qualification: Master's degree preferably in Management with first class or B.E./B. Tech with a Post Graduate Diploma in Material Management with 60% marks or equivalent grade from a reputed institute.

Experience: Minimum of 10 years of relevant experience

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: 45 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, including the Accreditation Office, Store and Purchase Office, Placement Office, International Relations Office, Alumni Relations Office, and ELDC Office & Admissions Office, in their proper functioning. To coordinate with the Chairperson and the other departments for the smooth functioning of the section.

To organize events/ activities as per the department's requirements.

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 02.09.2025.**
2. **Candidates (other than SC / ST / PwD category/ Women) are required to remit a non-refundable application fee of Rs. 2500/- 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 the 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 the online **applications, i.e., 02.09.2025.**
4. Good knowledge of Computer applications (MS Word, 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)	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-servicemen will be given age relaxation as per the 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 a copy of the Caste Certificate / Disability Certificate with the application in the 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 the 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 the 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 the 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

Sd/-

Head, HR Office