



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
NON-TEACHING POSITIONS

IIM Kashipur invites applications for the following non-teaching positions on regular basis.

S.No.	Post	Pay Band	No of Post
1	Administrative Officer (Placement)	PB-3, Rs. 15600-39100 GP 5400	01*

**Number of posts may be increased or decreased.*

Application forms can be submitted online only on or before May 22, 2017. A printout of on line application form submitted along with self-attested photocopies of certificate with Rs. 200.00 in the form of demand draft in favour of “Indian Institute of Management Kashipur” payable at Kashipur as application fee should be sent to **Chief Administrative Officer, Indian Institute of Management Kashipur, Bazpur Road, Kashipur, Distt: U S Nagar- 244713, Uttarakhand by speed post/Registered post latest by May 22, 2017.**

The Qualification, Experience and Age limit for the above posts are as under:

1. Administrative Officer (Placement)

Pay Band and Grade Pay: PB-3 - Rs. 15600-39100 GP Rs. 5400 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Post-graduate degree in any discipline (10+2+3+2) with at least second class (50% marks) with post-graduate diploma in Management / Mass Communication from a reputed University / Institute or Post-graduate degree in management (MBA) / Mass Communication (10+2+3+2) from a reputed University / Institute.
2. Should be excellent in oral and written communication in English.
3. Should have excellent analytical abilities with an eye on the market conditions and be an effective leader with high degree of personal drive, entrepreneurial spirit & people skill.
4. Should be proficient in man-management with excellent interpersonal skills.

Desirable:

1. Proficiency in MS Windows & MS Office and Internet.

Experience:

Essential

1. Post qualification experience of at least 7 years in placement activities out of which 5 years in independently handling placement functions of reputed Management Education Institute / University /College / Commercial organization of national / international repute.
2. The Institute encourages people from IIMs / IITs / Autonomous Institute to join on deputation.

Desirable:

1. Relevant experience in any IIM / IIT and other institutes of national / international repute is desirable.
2. In-depth knowledge of B- School employment trends.
3. Ability to network with employers to create enhanced opportunities for employment.

Job Profile:

1. To coordinate with industry on behalf of the Institute. The Administrative Officer (Placement) is expected to travel extensively to meet the corporate representatives.
2. To project the image of the institute through professional client relationship
3. To design and get the placement brochure printed.
4. To contact companies and invite them to the campus or to arrange for the campus placement activities including video-conferencing.
5. Be a host to these companies when they visit IIM Kashipur for placement.
6. To interact with media and prepare placement report.
7. To coordinate with students and be sensitive t their needs and motivate them, if necessary.
8. The candidate should be well versed in marketing the institute with the external stake holders.
9. He/she shall report to the Chairperson, Placement & ER.
10. Any other job as assigned by the higher officials.

Maximum age limit: 45 years.

General Instructions

1. Applications in prescribed format complete in all respects along with self-attested photocopies of certificates (including experience certificate), mark-sheets and application fee of Rs. 200.00 in the form of demand draft in favour of “Indian Institute of Management Kashipur” payable at Kashipur as application fee should be received at the following address by speed post on or before **22nd May 2017**. Applications received after the last date will not be entertained.

The Chief Administrative Officer,
Indian Institute of Management Kashipur
Bazpur Road, Kashipur,
Udham Singh Nagar – 244713
Uttarakhand

2. Reservation norms for ST/SC/OBC/PWD/Ex-Serviceman as per Government of India rules will be applicable.
3. Age relaxation for SC/ST/OBC/Persons with Disabilities (PWD) and women candidates will be applicable as per Government of India norms. Age relaxation is also applicable for those working in the IIM system.
4. SC, ST, Person with Disabilities, Ex-Serviceman and women candidates are not required to submit application fees.
5. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
6. The institute reserves the right to relax experience / age / qualification in exceptional cases or in the case of persons already holding analogous positions in Autonomous bodies / University / Research Institution.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. Appropriate functional titles may be assigned to the selected candidates after induction.
9. The institute reserves the right to offer appointment on contract basis initially for a period of 3 (three) years. Based on the assessment of performance they may be regularised on the post as per Institute’s norms.
10. The institute reserves the right to empanel candidate(s) for future vacancies.
11. Degree as referred above should have been awarded by a recognized University / Institute.

12. Mere eligibility will not vest any right on any candidate for being called for written test / Skill test /interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection to the process of Selection / Interview. Canvassing in any manner would entail disqualification of the candidature.
13. Persons employed in government / Semi Government Organizations / Autonomous bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel should submit “No Objection Certificate (NOC)” from present employer during the time of interview. However, they should submit an undertaking to that effect.
14. Institute strives to have a workforce which reflects gender balance. **Women candidates are encouraged to apply.**
15. The institute reserves the right to call only the requisite number of candidates for written test / skill test / interview after shortlisting with reference to the candidate’s qualification, suitability, experience etc.
16. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The decision of the Institute in this regard will be final.
17. TA/DA or any other allowance will not be paid by the institute for attending the written test / interview.
18. Any dispute with regard to the selection / recruitment process will be subject to courts /Tribunals having jurisdiction over Kashipur, Uttarakhand.
19. The institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
20. The Institute shall not be responsible for any postal delay.

If any problem persists during online submission of application, please contact through –

Phone 05947 – 262174, 16 & 76 Ext. 333

Or

E-mail: response@iimkashipur.ac.in

Sd.
Chief Administrative Officer
IIM Kashipur