



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
NON-TEACHING POSITIONS

Advt. No. IIMKPV/Non-teaching/2018/1 dated 15/3/2018

IIM Kashipur invites applications for the following non-teaching position on regular/contract basis.

S. No.	Post	Pay Band	No of Post
1	Financial Advisor – cum- Chief Accounts Officer**	PB-3, Rs. 15600-39100 GP 6600	01*
2	Administrative Officer	PB-3, Rs. 15600-39100 GP 5400	01*
3	Personal Assistant	PB-2, Rs. 9300-34800 GP 4200	01*
4	Multi-Tasking Staff	PB-1, Rs. 5200-20200 GP 1800	01*

* Number of post may increase or decrease.

**May also be offered on deputation basis

Application forms can be submitted only through online mode on or before April 2, 2018. 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 payable at Indian Institute of Management Kashipur as application fee should be sent to

**The Chief Administrative Officer,
Indian Institute of Management Kashipur,
Kundeshwari, Kashipur, Distt: U S Nagar- 244713,
Uttarakhand, INDIA**

Last date of receipt of hard copy of the applications is April 7, 2018 (6.00 PM).

Website address: www.iimkashipur.ac.in

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

1. Financial Advisor – cum – Chief Accounts Officer

Pay Band and Grade Pay: PB-3 - Rs. 15600-39100 GP Rs. 6600 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

CA / ICWA / MBA (Finance)/M. Com (10+2+3+2)/ PGDM (Finance) with minimum 60% marks.

Experience:

Minimum 8 years' experience with sound knowledge of Central Government rule relating to Accounts / Audit, Service conditions, Treasury and finance, with at least 5-year experience in immediate lower pay band of PB-3 + Grade Pay 5400/- or equivalent. Preference will be given to those working in IITs/IIMs/Central Universities and other Centrally Funded Institutions.

Job Profile:

The job, among other things requires Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning, Management Reporting and Audit.

Reporting the financial position of the Institute to Board of Governors, Ministry and other government agencies from time to time. Advising Director on financial issues.

Expertise in using computer systems for processing/retrieval of accounts/finance related data will be desirable

Maximum age limit: 50 years.

2. Administrative Officer

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.

Essential Qualification and Experience: Post-Graduation/MBA with First Division (60% marks) with 5 years post qualification experience in Administrative matters along with proven record of managing and organising high level meetings in IITs/IIMs/Central Universities and other Centrally Funded Institutions.

Desirable:

1. Proficiency in MS Windows & MS Office and Internet.
2. Experience in HR related matters with excellent interpersonal skills.

Maximum age limit: 45 years.

3. Personal Assistant

Pay Band and Grade Pay: PB-2 Rs. 9300-34800 GP Rs. 4200 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience**Essential Qualification:**

Post-Graduation or equivalent relevant qualification, Knowledge of computer typing and Computer applications in office management with Five (05) years relevant experience in

Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

OR

Graduation with Knowledge of computer typing and Computer applications in office management with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

Descriptive/Skill test will also be conducted along with written test to check the proficiency on use of Computers.

Maximum age limit: 45 years

4. Multi-Tasking Staff (General)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Intermediate (10+2) with Two (02) years relevant experience.

Desirable:

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

Skill test will also be conducted along with written test to check the proficiency on use of Computers.

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 payable at Indian Institute of Management Kashipur as application fee should be received at the following address by **April 7, 2018 (6.00 PM)**. Applications received after the last date will not be entertained.

The Chief Administrative Officer,
Indian Institute of Management Kashipur
Kundeshwari, 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