

# Indian Institute of Management Raipur

## Appointment for Non-Faculty Position

Advt. ID: IIMR/Rect./Non-Teaching/ 12

Date: 03 Oct 2020

Indian Institute of Management Raipur invites on-line applications for following posts:

Sl. No.	Post	Pay Level	Nature of appointment	No. of post and category			
				UR	OBC	SC	ST
1.	Administrative Officer	Level-10: Rs. 56100 – 1,77,500 Entry pay: Rs. 56,100	Regular	02	-	-	-
2.	Finance & Accounts Officer	Level-10: Rs. 56100 – 1,77,500 Entry pay: Rs. 56,100	Regular	01	-	-	-
3.	Junior Engineer	Level-06: Rs. 35,400 - 49,000: Entry pay: Rs. 35,400	Regular	01	-	-	-
4.	Resident Medical Officer	Consolidated: Rs. 60,000/- to Rs. 70,000/- per month + NPA Rs. 5000/-	Contract	01	-	-	-

### 1. Administrative Officer (2 posts)

**Department: PGP & FPM / Admission / Placement / MDP**

**Qualification:** Master's degree preferably in Management with first class or equivalent from a recognized and reputed Institute / University.

**Experience:** Minimum 10 years of experience in the relevant field as mentioned in the job profile. **Out of 10 years, 03 years' experience in a Government / PSU / Autonomous Institutions in the Level of 8.** The candidates should have ability to work in an automated / ERP enabled computerized environment.

**Upper Age Limit:** 45 Years.

**Pay scale:** Rs. 56100 – 1,77,500: Level – 10: Entry pay: Rs. 56,100

#### Job Profile:

- Planning & Supervision of Post-Graduate, Doctoral, Admission Process, Placement activities and Executive Education Programmes run by the Institute.
- Implementation of Academic / Admission / Placement / EE & C Policy of the Institute.
- Lateral & Vertical Coordination with sister IIMs & MHRD respectively.
- Preparation and furnishing of relevant information to courts, tribunals, MHRD, other representation on Academic Processes of the Institute whenever required.
- Coordination with all stake holders such as student's faculties, internal department and external agencies.
- Dealing with RTI related matters
- Any other duty assigned by Activity Head.

## 2. Finance & Accounts Officer: One Post (Regular)

**Qualification:** Graduate with professional qualification of CA / CMA from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India.

**Experience:** Minimum two years of post-qualification in core accounting experience in Central / State PSU / Government / Semi-Government Organization / Autonomous Body / Private entity.

**Pay scale:** Rs. 56100 – 1,77,500: Level – 10: Entry pay: Rs. 56,100

**Upper Age Limit:** Not Exceeding 35 years as on the last date of the submission of the application. Maximum age limit is relaxable for five years for those working in the IIM system.

### Job Profile:

Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Co-ordination with Auditors: Prepared Budget Estimate and Revised Estimate: Correspondence with Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders. Payment of contractors / Service providers bills as per G.F.R. and Central Government orders. Reconciliation of Academic Fee, income from MDP programmes maintaining pay roll, issue of form – 16, TDS calculation for salary and honorarium to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries. Any other duty assigned by FA&CAO / CAO / Dean / Director.

## 3. Junior Engineer

**Qualification:** Three-year diploma in Electrical / Mechanical / Civil Engineering from a recognized Institute or University or Board;

**Experience:** Seven years' experience in Planning, Execution and Maintenance of Electrical / Mechanical / Civil Engineering works of autonomous / academic institutions / PSUs / larger construction companies.

**Pay scale:** Rs. 35,400 to 49,000: Level – 06: Entry pay: Rs. 35,400

**Upper Age Limit:** 40 years.

### Job Profile:

To assist Executive Engineer / CAO in overall maintenance & facility management. Responsible for civil, electrical, and other maintenance of the campus; liaise with civil and other government agencies for ensuring all maintenance related support.

## 4. Resident Medical Officer (on Contract)

**Qualification:** The candidate should have a MBBS degree and should have a valid registration certificate of Medical Council of India / any of the state Medical Council after completion of one-year compulsory internship from a recognized institute. Retired personnel from the Central / State Government can also apply.

**Experience:** Minimum 2 years of post-internship clinical experience in recognized Hospital / Health Centre.

**Emoluments:**

- i Consolidate Emoluments : Rs. 60,000/- to Rs. 70,000/- per month (as per experience)
- ii Non-Practicing Allowance (NPA) Rs. 5,000/- per month
- iii Unfurnished accommodation in campus

**Period of Contract:** Two years, can be extended depending on requirement and performance.

**Job Profile:**

- a) Providing medical consultancy and treatment to students, faculty, staff and personnel of outsourced agencies.
- b) Responsible for certifying the medical claims of the employees of the Institute in respect of treatment given as well as for advice in respect of medical treatment availed by the IIM Employees and their dependents outside.

**Relaxation in Eligibility Criteria for Reserved Categories:**

1. Reservation policy of Govt. of India shall be applicable.
2. Age: Upper age limit is relaxable as per the standing instructions of Govt. of India for the following categories, only if the post is reserved for these categories: -
  - a) Upto five (5) years for SC/ST category candidates
  - b) Upto three (3) years for NC-OBC category candidates
  - c) Upto five (5) years for PwD category UR candidates
  - d) Upto Ten (10) years for PwD category SC/ST candidates
  - e) Upto Eight (8) years for PwD category NC-OBC candidates
3. SC/ST Candidates must enclose with application, the copy of the Caste Certificate in GoI prescribed format duly issued by the competent authority.
4. OBC (Non-creamy layer) candidates are required to submit a certificate in GoI prescribed format duly issued on or after 31-03-2018 by the competent authority. To avoid delay in submission of application, NC-OBC candidates can apply with their NC-OBC certificate issued before 31-03-2018. Such candidates shall be required to produce the updated NC-OBC Certificate at the time of written test / interview.
5. The reservation is against the following subcategories of disabilities:

**“Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy”**

**Degree or Disability for PwDs:**

In case of PwD candidates only such persons would be eligible for reservation in service / posts, who have a minimum of 40% physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. Candidates applying against reserved posts are required to attach the attested copies of relevant certificates issued from the concerned competent Authority.

Physical Requirement – the candidate should have following physical requirements:

- Work performed by Sitting
- Work performed by Bending
- Work performed by Seeing
- Work performed by Reading and Writing
- Work performed by manipulation by Fingers

### **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 28<sup>th</sup> October 2020** A printout of online application along with self-attested photocopies of all relevant certificates/ testimonials in the same order as uploaded online, should be sent at the following address through Registered ^ Speed Post only in a sealed envelope **super scribed “Application for the post of (Name of the post applied) in IIM Raipur”** to

**The Chief Administrative Officer  
Indian Institute of Management Raipur  
Near Village: Cheriya – Ponta  
P.O. – Kurru (Abhanpur)  
Atal Nagar, Raipur – 493 661 Chhattisgarh**

2. Candidates (other than SC/ST/PwDs) are required to remit a non-refundable application fee of Rs.500/- (Rupees five hundred only) through online payment mode after submitting the application. Copy of the screen shot of receipt of payment to be sent along with the printout of the application. In case of non-receipt of fee, application will be summarily rejected.
3. **Last date of receipt of hard copy of the online applications along with self-attested photocopies of all relevant certificates/ testimonials is 5<sup>th</sup> November 2020.**
4. Cutoff date for determining the age will be first day on which the advertisement for the positions is published in the Newspapers / Institute website.
5. Good knowledge of Computer applications (MSWord, Excel, AutoCAD, presentations software, Internet, Project Management Software’s viz. MS Project etc.) is desirable.
6. **Proficiency in both Hindi & English language is required for all the posts.**
7. Candidates not found suitable for the position applied for, may be considered for a lower position.
8. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
9. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
10. The Institute will communicate only with short-listed candidates.
11. 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.
12. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

13. Canvassing in any form will be a disqualification.
14. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
15. The application should be sent by Registered / Speed Post only. Hand delivery of applications will not be accepted.
16. The Institute shall not be responsible for any postal delay.
17. Selected candidate will be required to join the duties within one month.
18. Outstation candidate called for 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:
  - a) Finance & Accounts Officer : Economy Airfare or class travelled whichever is lower
  - b) Administrative Officer : Economy Airfare or class travelled whichever is lower
  - c) Resident Medical Officer : Economy Airfare or class travelled whichever is lower
  - d) Junior Engineer : AC III tier or class travelled whichever is lower
19. Local travel charges and daily allowance will not be reimbursed.
20. Candidates are required to bring interview call letter at the time of interview along with the copies of the relevant certificates in original for verification.
21. Incomplete applications will be rejected summarily.
22. IIM Raipur follows the reservation policy as per the Government of India Rules.
23. The written test / interview will be held at IIM Raipur campus covering questions on English, Hindi, Maths, General Aptitude and basic government procedures and service rules relevant to the post applied. The schedule details for written test / interview will be put up on website. Candidates may visit the website regularly for any updates. **Any changes made in schedule will only be uploaded on the website & will not be notified in the newspaper.**
24. Candidates working in the Government/Semi-Government/Public Sector Undertakings must furnish a No Objection Certificate from their employer / department at the time of test/Interview.
25. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.
26. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
27. 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.
28. If any problem persists during online submission of application, please contact at 0771-2474651 or email at [staffrecruitment@iimraipur.ac.in](mailto:staffrecruitment@iimraipur.ac.in)