



## Indian Institute of Management Kashipur

### **Chief Administrative Officer- UR (01 Post): Level-12 Rs.78800-209200 + usual allowances**

a. Direct Recruitment/ Deputation, or on Contract (Consolidated Salary negotiable).

#### **Essential**

- i. Master's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- ii. A minimum of 3 years' relevant experience, holding an analogous post or equivalent, or (ii) having at least 5 years' experience in a post in Level-11 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6<sup>th</sup> CPC) or (iii) having at least 8 years' experience in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6<sup>th</sup> CPC) in Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University or (iv) A minimum of 10 years' relevant experience, including at least 5 years' experience in a supervisory role/head of an administrative unit in Private Higher Education Institutes/Private Institution of National/International repute.
- iii. For person working in Private Institutions, drawing an equivalent pay of Level-11 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6<sup>th</sup> CPC) are eligible for consideration.
- iv. Provision for permanent absorption as per GOI/Institute's norms for applicants applying on deputation basis.

#### **Desirable**

- i. Qualification in areas of Management / Law
- ii. Experience in handling computerized operations in administration, legal, financial and establishment matters.
- iii. Knowledge of Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems;

Professionals (including those retired) having experience (in CFTIs) of handling day to day operations, infrastructure management & upkeep, liaising with students, supporting faculty etc. may apply for contractual/ consolidated basis.

**Age:** Preferably below 55 years.

#### **Job Responsibilities**

- iv. Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions etc. Further CAO may be assigned institutional responsibilities in accordance with Institute's needs;
- v. Assisting in organizing various meetings of the Board of Governors (BoG)/its Committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities;
- vi. Coordinating activities with faculty members and render necessary administrative support in discharge of their academic duties and functions; and
- vii. Any other work or task that may be assigned by the Institute from time to time.

CAO will report to the Director.

## General Instructions

1. The Hard copy of the completely filled [online applications form](#) (after online submission) should be accompanied by 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. The application fee can also be sent by money transfer to Institute's savings bank account number: **33809601691** in the State Bank of India, IIM Kashipur Branch (IFSC: SBIN0017263). Applicants can also deposit the application fee by giving their details and generate deposit receipt at this website link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=800926>
2. The complete set of application submitted online along with necessary enclosures as mentioned above should reach the following address given below by **12 OCTOBER 2019 (6.00 PM)**. Please note that the online application link will be active till **5 OCTOBER 2019**. Applications received after the last date will not be entertained.

The Director  
Indian Institute of Management Kashipur  
Kundeshwari, Kashipur  
Udham Singh Nagar – 244713  
Uttarakhand.

3. Reservation norms for ST/SC/OBC/PWD/Ex-Serviceman as per Government of India rules will be applicable.
4. Age relaxation for SC/ST/OBC/Persons with Disabilities (PWD) and women candidates will be applicable as per Government of India norms.
5. SC, ST, Person with Disabilities, Ex-Serviceman and women candidates are not required to submit application fees.
6. 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.
7. 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.
8. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
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 regularized 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 Interview process. 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. 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) **along with vigilance certificate**” from present employer during the document verification. 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 Interview process 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. All outstation candidates called for selection process will be paid shortest AC-II Class Railway Fare or Economy class Air fare from the place of duty / residence to Kashipur on production of proof of travel and suitable accommodation in Kashipur will be provided by the Institute.
18. Any dispute with regard to the selection / recruitment process will be subject to courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
19. The Institute shall not be responsible for any postal delay.
20. If any problem persists during online submission of application, please contact through the following E-mail: [response@iimkashipur.ac.in](mailto:response@iimkashipur.ac.in)

Director