



# INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR

## भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-teaching/2021/2

Date: 18.08.2021

### Non-teaching Recruitment

Sl. No.	Name of Post(s)	No. of Vacancies					Total	(Pay Level as per 7th CPC)
		UR	OBC	SC	ST	EWS		
01	Administrative Executive	1	1	-	-	-	2	Level-8
02	Assistant Executive	-	2	1	-	-	3	Level-6
03	Junior Engineer (Civil)	1	-	-	-	-	1	
04	Assistant Library & Information Science Executive	1	-	-	-	-	1	
05	Administrative Assistant	2	-	-	-	-	2	Level-4
<b>Total</b>							<b>9</b>	
01	<b>Administrative Executive</b> <b>Qualification and Experience</b> Master's Degree in any discipline from a recognised University/Institute or Two years Post-Graduate Diploma in Business Administration/Management from a reputed University/Institute or Post Graduate Degree Qualification in Human Resources Development/Management or Psychology or Sociology or Communication or Education or any other field of requirement for the Institute, with minimum 7 years' experience in one of the relevant admin areas: General Administration/Academic Administration/Admission/Executive Education/MDP/ Purchase, out of which at least 5 years should be in Level 6 or above or equivalent.  <b>Age limit:</b> 40 years <b>Application Fee:</b> ₹ 200.00							
02	<b>Assistant Executive</b> <b>Qualification and Experience</b> Master's Degree in any discipline from a recognized University / Institute or Two years Post-Graduate Diploma in Business Administration/Management from a reputed University/Institute or Post Graduate Degree Qualification in Human Resources Development /Management with Knowledge of computer typing and Computer applications in office management with 5 years relevant experience in Government/Autonomous Organisation /PSU/Educational /Institutions.  <b>Age limit:</b> 40 years <b>Application Fee:</b> ₹ 200.00							
03	<b>Junior Engineer (Civil)</b> <b>Qualification and Experience</b> Three Year Diploma Course in Civil Engineering with 5 years relevant post qualification experience. <b>OR</b>							

	<p>B.E. / B. Tech in Civil Engineering with 3 years relevant post qualification experience. Relevant Experience means Supervisory / Managerial Experience in operational and maintenance aspects of civil engineering jobs with working experience of construction of buildings, expertise in contract management and handling of arbitration and works related legal issues along with some exposure to electrical engineering jobs preferably in an academic institution of National or State importance / PSUs or Autonomous Institutions / reputed private firms.</p> <p><b>Age limit:</b> 40 years</p> <p><b>Application Fee:</b> ₹ 200.00</p>
<b>04</b>	<p><b>Assistant Library and Information Science Executive</b></p> <p><b>Qualification and Experience</b></p> <p>Master's Degree in any discipline from a recognised University/Institute or Two years Post-Graduate Diploma in Business Administration/Management from a reputed University/Institute or Post Graduate Degree Qualification in Human Resources Development/Management.</p> <p>Bachelor's Degree in Library Science/Information Science/Documentation Science or an equivalent Professional Degree with consistently good academic record is necessary.</p> <p>07 years relevant experience with evidence of innovative library service and organisation of published work and professional commitment, computerisation of library.</p> <p><b>Age limit:</b> 40 years</p> <p><b>Application Fee:</b> ₹ 200.00</p>
<b>05</b>	<p><b>Administrative Assistant</b></p> <p><b>Qualification and Experience</b></p> <p>Graduate with knowledge of computer typing and knowledge of Computer applications with 3 years relevant experience in Government organization /Autonomous organization /Public Sector Undertakings/ Reputed organization.</p> <p><b>Age limit:</b> 40</p> <p><b>Application Fee:</b> ₹ 200.00</p>

### General Instructions

**Before applying for any post, candidates should ensure that she / he fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.**

*The applications are invited through **online mode only**. Candidates can fill online application form by visiting our website <http://iimkashipur.ac.in/>*

**Last date for submission of online application and fee: 15.09.2021 (11:59 PM)**

1. Age relaxation and reservation norms for ST/SC/OBC/PwD/Ex-Serviceman as per Government of India rules will be applicable. Age will be reckoned on the last date of submission of online application.
2. ST/SC/OBC/PwD/Ex-Serviceman and women candidates are not required to submit application fee.
3. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.

4. 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. Age relaxation for employees of the Institute will be governed as per the Institute policy.
5. The Institute reserves the right to offer appointment on contract basis, the Selection Committee, after negotiating with the candidate, may recommend appointing the candidate on a contractual basis as per the rules and regulations of the Institute.
6. The Institute reserves the right to increase / reduce the number of vacancies or empanel candidate(s) for future vacancies.
7. Degree as referred above should have been awarded by a recognized University / Institute.
8. Mere eligibility will not vest any right on any candidate for being called for interview / selection process. The decision of the Institute in all matters will be final. No correspondence will be entertained in connection to the process of selection. Canvassing in any manner would entail disqualification of the candidature.
9. 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 this effect.
10. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
11. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate’s qualification, suitability, experience etc.
12. 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.
13. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
14. The Institute shall not be responsible for any postal delay.
15. 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)

Sd/-  
CAO