



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR NON-TEACHING POSITIONS

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

S. No.	Post	Pay Band
1	Executive Engineer (Civil)	₹ 15600-39100 PB-3 + GP 6600
2	Administrative Officer	₹ 15600-39100 PB-3 + GP 5400
3	Junior Engineer (Electrical)	₹ 9300-34800 PB-2 + GP 4200
4	Office Assistant (IT)	₹ 9300-34800 PB-2 + GP 4200
5	Assistant Engineer (Electrical)	Consolidated pay Negotiable
6	Junior Engineer (Civil)	Consolidated pay Negotiable
7	Site Supervisor	Consolidated pay Negotiable

Application forms can be submitted Online only on or before August 16, 2014. A printout of application form submitted alongwith self-attested copy of certificate to be forwarded to "**The Director, Indian Institute of Management Kashipur, Bazpur Road, Kashipur, Distt: U S Nagar-244713, Uttarakhand**" by speed post/Registered post/courier latest by August 16, 2014.

General Conditions for Regular Positions:

1. In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.
2. Higher start in the time scale may be considered in case of exceptionally deserving candidates.
3. 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.
4. If suitable candidate is not available, the candidate may be offered next lower position.
5. Candidate may also be considered appointed on contract for two years in consolidated salary.

General Conditions for Contractual Positions:

1. Compensation would not be a constraint for deserving candidates.
2. Compensation would be commensurate with relevant qualification and professional experience and is negotiable.
3. Positions are on contractual basis for a fixed duration of a maximum of 2 years initially on a consolidated salary extendable for another 2 more years based on performance.
4. Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for interview. Decision of the Institute to call the candidates for interview shall be final.
5. Conditions related to qualification and experience may be relaxed in the case of deserving candidates.
6. Besides salary medical benefits and earned leave would be considered.

Other Conditions for regular and contractual positions:

1. The reservation policy of central government will be followed in the recruitment.
2. Candidates working in Government/Semi-Government/Public Sector Undertaking should apply through proper channel / on produce of no objection certificate at the time of interview. However, an advance copy of application can be forwarded.
3. Canvassing in any form will be a disqualification.
4. Only short listed candidates will be contacted.
5. In case you require any assistance or information please call Mr. Sharad Kumar Srivastava 05947-262174 ext. 311.
6. The Institute shall not be responsible for any postal delay.

**INDIAN INSTITUTE OF MANAGEMENT KASHIPUR
QUALIFICATION AND OTHER DETAILS FOR NON-TEACHING POSTS**

Sl. No.	Post	Pay Band	Qualification and Experience	Mode of Recruitment	Upper Age Limit
1	Executive Engineer (Civil)	Rs. 15600-39100 PB-3 + GP 6600	Degree in Civil Engineering from a recognized University with minimum 60% marks with 10 years of service on the post of Assistant Engineer in Planning, Design, Quality Control, Contract Management, Construction & Maintenance of Building Works in Govt./ Semi Govt./ PSU/ Reputed Organization under Central/ State Govt.	Direct Recruitment	45 Years
2	Administrative Officer	Rs. 15600-39100 PB-3 + GP 5400	Post graduate degree from a reputed University with preferably having a work experience of five years in administration in a reputed educational institute. Candidates with higher experience and qualification will be given preference. Desirable: Post graduate degree in management. Sound experience in handling of admissions and executive programmes. Candidates possessing higher degree in management will be given preference.	Direct Recruitment	40 Years
3	Junior Engineer (Electrical)	Rs. 9300-34800 PB-2 + GP 4200	Degree in Electrical Engineering from a recognised University with three years of experience in execution and supervision of electrical installations in large buildings/ commercial buildings having HT/ LT substations, central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc. OR Diploma in Electrical Engineering with excellent academic record from a recognised Institute or University or Board with five years of experience in execution and supervision of electrical installations in large buildings/ commercial buildings having HT/ LT substations, Central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc.	Direct Recruitment	35 Years

Sl. No.	Post	Pay Band	Qualification and Experience	Mode of Recruitment	Upper Age Limit
4	Office Assistant (IT)	Rs. 9300-34800 PB-2 + GP 4200	B.E (IT/CS)/B.Tech. (IT/CS) Computer Science from a recognized University/Institute with 3 years of relevant experience or minimum two year experience in Central Government Institute or University or Institutions of Higher Education or Autonomous Bodies Desirable: Certification in Linux Server Administration (RHCE). Responsible for keeping the network in operation with all services and also manage multiple LANs and the computing resources of the Institute. Responsible for maintenance of Server (Windows and Linux). Knowledge of Programming Language (PHP, MYSQL etc.)	Direct Recruitment	30 Years
5	Assistant Engineer (Electrical)	Consolidated pay Negotiable	Degree in Electrical Engineering from a recognised University with minimum 60% marks and five years of experience in execution and supervision of electrical installations in large buildings/ commercial buildings having HT/ LT substations, central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc.	On Contract	45 Years
6	Junior Engineer (Civil)	Consolidated pay Negotiable	Diploma in Civil Engineering from a recognized University with minimum 60% marks and five years of experience in Planning, Design, Quality Control, Contract Management, Construction & Maintenance of Building Works in Govt./ Semi Govt./ PSU/ Reputed Organization under Central/ State Govt.	On Contract	35 Years
7	Site Supervisor	Consolidated pay Negotiable	Three years diploma in Civil Engineering from a recognised Institute or University or Board with three years of experience in Construction & Maintenance of buildings OR Graduation from recognised University with Seven years of experience in Construction & Maintenance of buildings with reputed company/ A-class Contractor.	On Contract	40 Years

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED NON-TEACHING POSITIONS

1. A printout of Applications form complete in all respects along with self-attested copies of certificates (including experience certificate) and mark-sheets should be received at the following address by Registered/speed post/courier on or before 16th August 2014. Applications received after the last date will not be considered.

The Director,
Indian Institute of Management Kashipur
Bazpur Road, Kashipur,
Udham Singh Nagar – 244713
Uttarakhand

2. Applications not submitted in the Prescribed Format and without candidate's signature will not be entertained.
3. All the above positions require a near 24×7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
4. Based on the candidates' suitability, the positions will be either on regular scale of pay or contractual basis (fixed consolidated monthly salary).
5. Appropriate Functional Titles may be assigned to the selected candidates at the positions advertised.
6. The Institute at its own discretion may conduct Written Test/Interview for any of the posts.
7. Those who are in regular service in government/public sector establishments may be required to produce a No Objection Certificate if called for interview.
8. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.
9. Appropriate, relaxation in upper age limit may be given to Ex-Servicemen.
10. Only shortlisted applicants will be contacted.
11. Mere fulfilling of the minimum qualifications/eligibility and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
12. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The Institute will also reserve the right to limit the total number of candidates to be called for interview. The decision of the Institute in this regard will be final.
13. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
14. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her services can be terminated.
15. The Institute shall not be responsible for any postal delay.
16. No TA/DA or any other allowance will be paid by the Institute for attending the interview.
17. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of interview.
18. The Institute reserves the right to reject any application/ candidature at any stage of the recruitment process without assigning any reason(s).