



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
NON-TEACHING POSITIONS

Advt. No. IIMKPV/Non-teaching/2018/3 dated 18.10.2018

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

S. N.	Post	Pay Band	No of Post
1	Store & Purchase Officer	Level-6 with Basic Pay Rs. 35,400/-	01*
2	General Duty Assistant	Level-4 with Basic Pay Rs. 25,500/-	01*

* Number of post may increase or decrease.

Application forms can be submitted only through online mode on or before November 21, 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 December 5, 2018 (6.00 PM).

Website address: www.iimkashipur.ac.in

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

1. Store & Purchase Officer

Pay Band and Grade Pay: Level-6 with Basic Pay Rs. 35,400/- and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Essential Qualification & Experience:

MBA in material management or equivalent relevant professional qualification and knowledge of Computer applications in Store with Three (03) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

OR

Post-Graduation with Diploma in Material Management or equivalent relevant professional qualification and knowledge of Computer applications in Store with Five (05) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

OR

Graduation with Diploma in Material Management or equivalent relevant professional qualification and knowledge of Computer applications in Stores with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

Desirable: Knowledge of GFR, tendering including e-tendering

Maximum age limit: 40 years.

2. General Duty Assistant

Pay Band and Grade Pay: Level-4 with Basic Pay Rs. 25,500/- and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Essential Qualification and Experience: Graduation with Knowledge of computer typing and knowledge of Computer applications with Three (3) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.

Maximum age limit: 40 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 **December 5, 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.
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. 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)” 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 written test / skill test 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 /skill test.
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 the following email id–

E-mail: response@iimkashipur.ac.in

Sd/-
Chief Administrative Officer
IIM Kashipur