



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR  
भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-Teaching/2023/1

Date: 21.07.2023

**Non-Teaching Direct Recruitment**

IIM Kashipur invites applications for the following non-teaching positions on Direct Recruitment (Regular/Contractual basis).

Sl. No.	Name of Post(s)	Job Roles and Responsibilities	No. of Vacancies <sup>#</sup>	Level
1.	Senior Administrative Officer Grade - I	Estate	1 (UR)	12
2.	Administrative Officer	Programmes Office	01 (UR)	10
3.	Internal Audit Officer*	Internal Audit	01 (UR)	10
4.	Administrative Executive	General Administration	01 (UR)	08

\*Selected candidate will be offered a fixed term appointment on Regular/Contractual basis extendable annually, on fulfillment of Institute's criteria, for a maximum period of two years on a consolidated monthly salary).

<b>01</b>	<b>Senior Administrative Officer Grade - I</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 with minimum 10 years of post-qualification experience (6 years for SC/ST) in one of the relevant admin areas :- General Administration / Academic Administration / Admission / Executive Education / MDP out of which 5 years at pay Level 10 or above.
	<b>Job Roles and Responsibilities:</b> <ul style="list-style-type: none"><li>- Overall supervision of the functional office. Assisting CAO in this role.</li><li>- Will maintain Asset Register.</li><li>- Will coordinate with the maintenance department to get the maintenance of assets done.</li><li>- Manage housekeeping, gardening, and other campus maintenance activities.</li><li>- Will also supervise the hostel and student mess.</li></ul>
	<b>Required Skills:</b> <ul style="list-style-type: none"><li>- Knowledge of Rules, Regulations, and procedures.</li><li>- Administrative Skills</li></ul>
	<b>Age limit: 50 years</b>
	<b>Application Fee: ₹ 500.00</b>
<b>02</b>	<b>Administrative Officer</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 with 8 years' experience in one of the relevant admin areas :- General Administration / Academic Administration / Admission / Executive Education / MDP out of which 5 years should be in supervisory post carrying Level 6 or above.

	<p><b>Job Roles and Responsibilities:</b> Overall supervision of the functional office.</p> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"> <li>- Administrative skills to coordinate the entire staff working in the Programmes Office.</li> <li>- Excellent interpersonal and communication skills.</li> <li>- Knowledge of Rules, Regulations, and procedure.</li> </ul> <p><b>Age limit: 45 years</b></p> <p><b>Application Fee: ₹ 500.00</b></p>
<b>03</b>	<p><b>Internal Audit Officer</b></p> <p><b>Qualification and Experience</b> Must be a graduate and a Member of 'Institute of Chartered Accountants of India'. Good working knowledge of Computer applications and accounting software.</p> <p><b>Desirable:</b> Sound Knowledge of applicable statutory compliances related to Education Industry in connection with auditing techniques, internal auditing standards issued by ICAI and IIA. Certifications like Certified Internal Auditor (CIA), Certificate course on Internal Audit by ICAI, would be an added advantage.</p> <p><b>Essential Experience</b> Holding analogous post in Level-10 at least for 5 years or at least 10 years' experience in Level-9 in Internal Audit wing of an educational institution of National Importance funded by Govt. of India, / Central / State Govt. Autonomous Bodies, /PSU, / Central/State University.</p> <p><b>Desirable:</b> Experience of Internal Audit in educational institutions of national importance like: IIM, IIT, IISER etc. will be preferred.</p> <p>Level 10 (Rs. 56100 - 177500) as per 7th CPC or on contract basis with an equivalent consolidated pay.</p> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Audit, review and evaluate the internal control systems of the institute as a whole and assess their adequacy and effectiveness.</li> <li>- Perform tasks, consolidating results, controlling assignment/audit resources, monitor/co-ordinate with auditors of the Institute.</li> <li>- Assist the Institute in improvement of Internal Controls and review administrative procedures.</li> <li>- Examine the cases, received from different departments including assistance to the authorities in interpretation of Service Rules, CCS rules and prevailing rules of the institute.</li> <li>- Ensure the compliance of General Financial Rules of Government of India and other rules &amp; regulations which are applicable on the Institute.</li> <li>- Inspect, examine and pre-audit of bills before submission in the Finance &amp; Accounts Section.</li> <li>- Will oversee pre, internal, statutory, and C&amp;AG audits for its smooth conduction and ensure compliance of guidelines.</li> <li>- Assist Finance authorities in preparing replies to audit paras.</li> <li>- Prepare, disseminate, and ensure awareness of compliances and guidelines to the user departments.</li> <li>- Any other responsibilities as assigned by the Institute Authorities</li> </ul> <p><b>Age Limit: 62 years</b></p>

<b>04</b>	<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: 40 years</b>
	<b>Application Fee: ₹ 500.00</b>
# Number of post may increase or decrease.	

### 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: 19/08/2023 (11:59 PM)**

1. Age relaxation and reservation norms for ST / SC / NC-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. Persons from the SC, ST, PwD, Ex-Servicemen, Women, EWS categories are not required to submit application fee.
3. Candidates should submit their SC/ ST/ NC-OBC/ Disability Certificate issued by the Competent Authority in the format prescribed by the Government of India 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. The Institute reserves the right to:
  - (a) Hold Written Test, Skill Test, or Interview for selection (as applicable), whenever circumstances so warrant.
  - (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of Written Test /Interview may be filled up from the available candidates. Thus, the number of positions may change; and
  - (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. 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.
10. 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 the present employer before appearing for the Interview/Written Test.
11. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
12. 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.
13. 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.
14. Any dispute with regard to the selection/recruitment process will be subject to Courts/ Tribunals having jurisdiction over Kashipur, Uttarakhand.
15. The Institute shall not be responsible for any postal delay.
16. 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