



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-teaching/ICA/2023/1

Date: 16.01.2023

Non-teaching Recruitment

Advertisement for Internal Career Advancement of Staff Members

IIM Kashipur invites applications from the eligible Staff Members of the Institute for the following non-teaching positions to be filled through Internal Career Advancement.

Sl. No.	Name of Post(s)	Vacancies	Pay Level of 7th CPC	Group
1.	Administrative Officer	1	Level 10	A
2.	Administrative Executive	1	Level 8	B

The essential requirement for the above post (s), as per Serial Number of the posts, are as under:

01	Open to the staff members who have who have rendered at least 05 years of regular clean service (Level 7 and above) in IIM Kashipur and possess the following qualifications as per the Staff Recruitment and Career Advancement Policy 2021 of IIM Kashipur 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 7 or above.
02	Open to the staff members who have who have rendered at least 05 years of regular clean service (Level 6 and above) in IIM Kashipur and possess the following qualifications as per the Staff Recruitment and Career Advancement Policy 2021 of IIM Kashipur 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.

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.

Candidates can fill online application form by visiting our website <http://iimkashipur.ac.in/>

Last date for submission of application form: 23.01.2023 (05.30 PM)

1. Incomplete application form will be rejected. The responsibility ensuring accuracy of entries made in the application form lies with the applicant.
2. Canvassing in any form or bringing in any influence political or otherwise, will be treated as a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
3. The Institute hold the right to verify the antecedents or documents submitted by the applicant at the time of appointment or during the tenure of the service. If it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background, or has suppressed the said information, then his or her services shall be terminated forthwith.
4. The applicants are required to submit the signed and duly filled in form along with all self-attested relevant supporting documents in person on or before 05:30 PM on 23.01.2023 at the address given below:

**Personnel Department
Indian Institute of Management Kashipur
Udham Singh Nagar, Uttarakhand**

The envelope should be super scribed as “Application for the Post of

5. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the format prescribed by the Government of India.
6. Age relaxation for employees of the Institute will be governed as per the Institute policy.
7. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.

Sd/-
CAO