



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
NON-TEACHING POSITIONS

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

S.No.	Post	Pay Band	No of Post
1	Accounts Officer**	PB-3, Rs. 15600-39100 GP 5400	01*
2	Administrative Officer	PB-3, Rs. 15600-39100 GP 5400	01*
3	Accountant	PB-2, Rs. 9300-34800 GP 4200	01*
4	Accounts Clerk**	PB-1, Rs. 5200-20200 GP 2000	01*

**Number of posts may be increased or decreased.*

***Those who have already applied for the post of Accounts Officer and Accounts Clerk on advertisement dated 28.09.2016 in Amar Ujala and 29.09.2016 in Indian Express need not apply again.*

Application forms can be submitted online only on or before January 20, 2017. A printout of online application form submitted along with self-attested photocopies of certificate with Rs. 200.00 in the form of online receipt as application fee should be sent to **Chief Administrative Officer, Indian Institute of Management Kashipur, Bazpur Road, Kashipur, Distt: U S Nagar- 244713, Uttarakhand by speed post/Registered post latest by January 20, 2017.**

Application fee will credited in the name of Indian institute of Management SBI Account, details are below

Beneficiary Name : **Indian Institute of Management, Kashipur**
Account No. : **33809601691**
IFSC Code : **SBIN0017263**
Branch of Add : **SBI IIM Branch Bazpur Raod, Opp IIM Kashipur
Campus, Kashipur Uttarakhand (U.S. Nagar) 244713**

The qualification, experience and age limit for the above posts are as under:

1. Accounts Officer

Pay Band and Grade Pay: PB-3 - Rs. 15600-39100 GP Rs. 5400 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Essential Qualification:

CA / ICWA/ Post Graduation in Commerce/MBA or equivalent with specialization in Accountancy / Finance.

Experience

Five (05) years post qualification experience in Central Government organisations / PSUs / Govt., Autonomous bodies in Grade Pay Rs. 4200 or equivalent in Accounts area on regular basis with computer operation knowledge (Experience in MS Office & Accounting software).

OR

Six (06) years post qualification experience in Public Limited Company / Private Limited organisation as Accounts Officer with computer operation knowledge (Experience in MS Office & Accounting software).

Desirable: Preference will be given to those candidates, who have strong knowledge in Taxation.

Maximum age limit: 45 years.

2. Administrative Officer

Pay Band and Grade Pay: PB-3 - Rs. 15600-39100 GP Rs. 5400 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Essential Qualification and Experience:

Post-Graduation/MBA with 5 years post qualification experience in Administrative matters in a Government, Semi Government, organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. Computer literacy and ability to work independently will be preferred.

Maximum age limit: 45 years.

3. Accountant

Pay Band and Grade Pay: PB-3 - Rs. 9300-34800 GP Rs. 4200 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand

Essential Qualification and Experience:

MBA (Finance) / Post-Graduation (Commerce) with Five (05) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed Private Organisation.

OR

B.Com / BBA with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed Private Organization.

Desirable: Experience in handling construction projects Bills and computer knowledge.

Maximum age limit: 40 years.

4. Accounts Clerk

Pay Band and Grade Pay: PB-1, Rs. 5200-20200 GP Rs. 2000 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Essential Qualification:

B.Com. or equivalent.

Experience

Three (03) years relevant post qualification experience in PSUs/Govt. Autonomous bodies/ Public Limited Companies/ Private Limited Co. in accounting filed with computer operation knowledge (Experience in MS Office & Tally software is mandatory).

Maximum age limit: 35 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 online receipt as application fee should be received at the following address by speed post/Registered post on or before **20th January 2017.** Applications received after the last date will not be entertained.

The Chief Administrative Officer,
Indian Institute of Management Kashipur
Bazpur Road, 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. Age relaxation is also applicable for those working in the IIM system.
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. Candidates applying for more than one post should apply separately for each post.
12. Degree as referred above should have been awarded by a recognized University / Institute.
13. Mere eligibility will not vest any right on any candidate for being called for written test / Skill test /interview. 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 / Interview. Canvassing in any manner would entail disqualification of the candidature.
14. 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 time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
15. Institute strives to have a workforce which reflects gender balance. **Women candidates are encouraged to apply.**
16. The institute reserves the right to call only the requisite number of candidates for written test / skill test / interview after shortlisting with reference to the candidate's qualification, suitability, experience etc.
17. 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.
18. TA/DA or any other allowance will not be paid by the institute for attending the written test / interview.
19. Any dispute with regard to the selection / recruitment process will be subject to courts /Tribunals having jurisdiction over Kashipur, Uttarakhand.

20. The institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.

21. The Institute shall not be responsible for any postal delay.

If any problem persists during online submission of application, please contact through –

Phone 05947 – 262174, 16 & 76 Ext. 333

Or

E-mail: itdept@iimkashipur.ac.in

Sd.
Chief Administrative Officer
IIM Kashipur