



## INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

### NON-TEACHING POSITIONS

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

S. No.	Post	Pay Band	No of Post
1	Administrative Officer (Programmes)	PB-3, Rs. 15600-39100 GP 5400	01

**Application forms can be submitted online only on or before September 30, 2015.** A printout of online application form submitted along with self-attested copy of certificate to be forwarded to the Chief Administrative Officer, Indian Institute of Management Kashipur, Bazpur Road, Kashipur, Distt: U S Nagar- 244713, Uttarakhand by courier/ registered post/ speed post latest by October 07, 2015.

#### **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.

#### **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 1 year initially on a consolidated salary extendable based on performance.
4. Conditions related to age and experience may be relaxed in the case of deserving candidates.
5. 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. 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. No correspondence will be entertained in relation to this advertisement.
6. The Institute shall not be responsible for any postal delay.



**QUALIFICATION AND OTHER DETAILS FOR NON-TEACHING POSTS**

Sl. No.	Post	Pay Band	Qualification and Experience	Mode of Recruitment	Upper Age Limit
1	Administrative Officer (Programmes)	Rs. 15600-39100, PB-3 + GP 5400	<p><b>Qualification:</b> 1) Post-Graduation or equivalent relevant qualification from a recognized &amp; reputed Institute / University. 2) Knowledge of Computer Applications in Office Management</p> <p><b>Experience:</b> Minimum 08 years of experience including at least 03 years in the relevant field as mentioned in the job profile.</p> <p><b>Job Profile:</b> To plan, supervise &amp; implement the smooth functioning of Post-Graduate, Doctoral and Executive Education Programmes run by the Institute.</p>	Direct Recruitment	45 Years



**GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED NON-FACULTY POSITIONS.**

1. Applications in Prescribed Format complete in all respects along with self-attested copies of certificates (including experience certificate) and mark-sheets should be received by courier/ registered post/ speed post at the following address on or before 07<sup>th</sup> October 2015. Applications received after the last date will not be considered.  
**The Chief Administrative Officer,  
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/Skill 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. Preference will be given to those candidates who are working with IIM systems or autonomous bodies.
12. 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.
13. 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.
14. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
15. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of interview.
16. 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.
17. The Institute shall not be responsible for any postal delay.
18. No TA/DA or any other allowance will be paid by the Institute for attending the interview.
19. Director may exercise power towards relaxation in age/experience in case of exceptional candidates found otherwise.
20. No. of post may be increased or decreased.