



INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

NON-TEACHING POSITIONS

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

S. No.	Post	Pay Band	No of Post
1	Administrative Officer	PB-3, Rs. 15600-39100 GP 5400	01
2	Assistant Administrative Officer	PB-2, Rs. 9300-34800 GP 4800	01
3	Accountant	PB-2, Rs. 9300-34800 GP 4200	02
4	Office Assistant	PB-2, Rs. 9300-34800 GP 4200	02
5	Personal Assistant	PB-2, Rs. 9300-34800 GP 4200	01
5	Store & Purchase Officer	PB-2, Rs. 9300-34800 GP 4200	01
6	General Duty Assistant	PB-1, Rs. 5200-20,200 GP 2800	01
7	Electrician	PB-1, Rs. 5200-20,200 GP 1900	01
8	Driver	PB-1, Rs. 5200-20,200 GP 1900	01

Application forms can be submitted online only on or before August 24, 2015. A printout of online application form submitted alongwith 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 speed post/Registered post latest by September 04, 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.

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR
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	Rs. 15600-39100, PB-3 + GP 5400	Post-Graduation or equivalent relevant qualification and knowledge of Computer applications in office management with Eight (08) years relevant experience out of which Six (06) years Administrative experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization and knowledge of Government rules & regulations.	Direct Recruitment	45 Years
2	Assistant Administrative Officer	Rs. 9300-34800, PB-2 + GP 4800	Post-Graduation or equivalent relevant qualification and knowledge of Computer applications in office management with Six (06) years relevant experience out of which three (03) years administrative experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.	Direct Recruitment	45 Years
3	Store & Purchase Officer	Rs. 9300-34800, PB-2 + GP 4200	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	Direct Recruitment	40 Years
4	Accountant	Rs. 9300-34800, PB-2 + GP 4200	MBA (Finance) / Post-Graduation (Commerce) with Five (05) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization	Direct Recruitment	40 Years

Sl. No.	Post	Pay Band	Qualification and Experience	Mode of Recruitment	Upper Age Limit
			<p style="text-align: center;">OR</p> <p>B.Com / BBA with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.</p> <p>Desirable: Experience in handling construction projects Bills and computer knowledge.</p>		
5	Office Assistant	Rs. 9300-34800 PB-2 + GP 4200	<p>Post-Graduation or equivalent relevant qualification, Knowledge of computer typing and Computer applications in office management with Five (05) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.</p> <p style="text-align: center;">OR</p> <p>Graduation with Knowledge of computer typing and Computer applications in office management with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.</p>	Direct Recruitment	40 Years
6	Personal Assistant	Rs. 9300-34800 PB-2 + GP 4200	<p>Post-Graduation or equivalent relevant qualification, Knowledge of computer typing and Computer applications in office management with Five (05) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.</p> <p style="text-align: center;">OR</p> <p>Graduation with Knowledge of computer typing and Computer applications in office management with Eight (8) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.</p>	Direct Recruitment	40 Years

7	General Duty Assistant	Rs. 5200-20200 PB-1 + GP 2800	Graduation with Knowledge of computer typing and knowledge of Computer applications with Five (5) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization.	Direct Recruitment	40 Years
8	Electrician	Rs. 5200-20200 PB-1 + GP 1900	Matriculation and passed National Trade Certificate Examination conducted by the NCVT in respective trade of Electrician in ITI with three (03) years relevant experience. OR Matriculation and NTC/NAC issue by NCVT with Five (05) years relevant experience	Direct Recruitment	40 Years
9	Driver	Rs. 5200-20200 PB-1 + GP 1900	Matriculation and Licence in heavy vehicle with three (03) years' experience in of heavy vehicle driving in reputed organisation.	Direct Recruitment	40 Years

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED NON-TEACHING 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 at the following address by courier/ registered post/ speed post on or before 04th September 2015. Applications received after the last date will not be considered.
**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.