



**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**  
**भारतीय प्रबंध संस्थान काशीपुर**

**Advt. No.: IIMKPV/Non-Teaching/2025/1**

**Date: 28.05.2025**

**NON-TEACHING RECRUITMENT**

The Indian Institute of Management (IIM) Kashipur, Uttarakhand, an Institute of National Importance, established by the Government of India, MoE (erstwhile MHRD) in 2011. It aspires to achieve excellence in management education by using innovative teaching methods, promoting high quality research and practicing sustainable leadership.

The Institute is looking for dedicated, committed and eligible citizen of India to fill up the following **vacancies on regular/ Contract basis**:-

Sl. No.	Positions	Group	Pay Level (7 <sup>th</sup> CPC)	Vacancy Details	Nature of recruitment
1.	<b>Internal Audit Officer #</b>	A	10	01 (UR)	Regular/ Contract
2.	<b>Manager</b> (Executive Education & Management Development Programmes) \$	A	Consolidated pay equivalent to Level-10, Entry Pay: Rs. 56,100	01 (UR)	Contract
3.	<b>Administrative Executive</b> (Placement)	B	8	01(UR)	Regular
4.	<b>Corporate Relations and Placement Executive</b> (Placement)*	B	Consolidated pay equivalent to Level-6, Entry Pay: Rs. 35,400	01 (UR)	Contract
5.	<b>Assistant Executive</b> (Store and Purchase)	B	6	01(ST)	Regular
6.	<b>Administrative Assistant</b> (General Administration)	C	4	01 (SC)	Regular
<b>Total</b>				<b>06</b>	
# Selected candidate will be offered either Regular or a fixed term appointment on Contractual basis extendable annually, on fulfilment of Institute's criteria, for a maximum period of two years on a consolidated monthly salary.					
\$, * Selected candidate will be offered a fixed term appointment on Contractual basis extendable annually, on fulfilment of Institute's criteria, for a maximum period of two years on a consolidated monthly salary.					

1.	<b>Name of the post</b>	<b>Internal Audit Officer</b>
2.	<b>Number of posts</b>	01 (UR)
3.	<b>Nature of recruitment</b>	<b>Regular/ Contract</b> Selected candidate will be offered either Regular OR a fixed term appointment on contractual basis extendable annually, on fulfilment of Institute's criteria, for a maximum period of two years.
4.	<b>Maximum age Limit</b>	45 Year
5.	<b>Pay Level</b>	Pay Level: 10 (Rs. 56100 - 177500) as per 7th CPC OR equivalent consolidated pay on contract basis.
6.	<b>Minimum educational qualifications and experience</b>	<b>Qualification:</b> Graduate with 55% marks in the qualifying degree from a recognized University/ Institute and a member of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India. <b>Essential Experience:</b> Ten years of work experience with knowledge of Central Government rules relating to Audit with at least 5 years in Pay Level 7 or its equivalent and above in internal audit at Government / Statutory Organizations / Autonomous bodies / CFTIs / Central or State Universities / PSUs. <b>Desirable:</b> Knowledge of Internal auditing standards issued by ICAI and IIA. Certifications like Certified Internal Auditor (CIA), Membership of the Institute of Internal Auditors of India, and a Certificate course on Internal Audit by ICAI would be an added advantage. Working knowledge of Computer applications and accounting software.
7.	<b>Job profile</b>	<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>
8.	<b>Application Fee</b>	500/-

1.	<b>Name of the post</b>	<b>Manager</b> (Executive Education & Management Development Programmes)
2.	<b>Number of posts</b>	01 (UR)
3.	<b>Nature of recruitment</b>	<b>Contract</b> Selected candidate will be offered a fixed term appointment on contractual basis extendable annually, on fulfilment of Institute's criteria, for a maximum period of two years.
4.	<b>Maximum age Limit</b>	45 Year
5.	<b>Pay Level</b>	Consolidated pay equivalent to Level-10, Entry Pay: Rs. 56100
6.	<b>Minimum educational qualifications and experience</b>	<p><b>Essential</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> <p><b>Desirable</b> An excellent marketing person with interpersonal and networking skills.</p>
7.	<b>Job profile</b>	<ul style="list-style-type: none"> <li>- Promoting short-term and long-term executive education / management development programmes of the Institute. Networking with corporates, government bodies and technology partners for these programmes.</li> <li>- Coordinating with faculty members for designing executive education / management development programmes.</li> <li>- Developing and execution of executive education/management development programmes calendar of the Institute</li> <li>- Overall administration of executive education programme office. Ensuring that all the activities are carried out efficiently and timely</li> </ul>
8.	<b>Application Fee</b>	500/-

1.	<b>Name of the post</b>	<b>Administrative Executive</b> (Placement)
2.	<b>Number of posts</b>	01(UR)
3.	<b>Nature of recruitment</b>	Regular
4.	<b>Maximum age Limit</b>	40 Year
5.	<b>Pay Level</b>	Pay Level: 8 (Rs. 47600 - 151100) as per 7th CPC.
6.	<b>Minimum educational qualifications and experience</b>	<p><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.</p> <p><b>Desirable</b>  An excellent marketing person with interpersonal and networking skills.</p>
7.	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>- Establish strategic corporate relations and invite companies to the Institute for students' placement process.</li> <li>- Organise and manage various events/ conferences/ workshops/ conclaves of the Institute.</li> <li>- Represent the institute in all prominent industry/ corporate events and workshops.</li> <li>- Travel extensively to meet the corporate representatives and build relations.</li> <li>- Liaising with the chairpersons, faculty members, staff members and student placement committee to formulate and execute corporate relations and placement policies.</li> <li>- Plan and conduct competency development activities for students.</li> <li>- Managing the entire corporate relations team that includes students and staff members.</li> <li>- Manage and process RTI applications related to Placement and Corporate Relations.</li> <li>- Ensure compliance to higher authorities regarding documentation and preparation of goals and targets, quarterly reports, annual reports, final placement reports, and any other document required by higher authorities.</li> <li>- Counselling and ensuring mental well-being of students with respect to placements</li> </ul>
8.	<b>Application Fee</b>	500/-

1.	<b>Name of the post</b>	<b>Corporate Relations and Placement Executive (Placement)</b>
2.	<b>Number of posts</b>	01(UR)
3.	<b>Nature of recruitment</b>	<b>Contract</b> Selected candidate will be offered a fixed term appointment on contractual basis extendable annually, on fulfilment of Institute's criteria, for a maximum period of two years.
4.	<b>Maximum age Limit</b>	40 Years
5.	<b>Pay Level</b>	Consolidated pay equivalent to Level-6, Entry Pay: Rs. 35,400
6.	<b>Minimum educational qualifications and experience</b>	<b>Qualification and Experience</b> Master's Degree in any discipline from a recognized 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 with Knowledge of computer typing and Computer applications in office management with 5 years relevant experience in Government / Autonomous Organization / PSU / Educational Institutions.
7.	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>- Establish strategic corporate relations and invite companies to the Institute for students' placement process.</li> <li>- Manage and process RTI applications related to Placement and Corporate Relations.</li> <li>- Organise and manage various events/ conferences/ workshops/ conclaves of the Institute.</li> <li>- Represent institute in all prominent industry/ corporate events and workshops.</li> <li>- Assist students in CV preparation and guide them through the entire placement process.</li> <li>- Create guidelines and SOPs for the Final and Summer placement process to be carried out respectively.</li> <li>- Travel extensively to meet the corporate representatives and build relations.</li> <li>- Be responsible for Media Interactions and provide data for important media reports.</li> <li>- Publish Final and Summer Placement reports once the process is complete.</li> <li>- Coordinate with students' cell to conduct the placement process smoothly.</li> <li>- Supervise the arrangements for campus placement activities in the institute.</li> </ul>
8.	<b>Application Fee</b>	500/-

1.	<b>Name of the post</b>	<b>Assistant Executive (Store and Purchase)</b>
2.	<b>Number of posts</b>	01(ST)
3.	<b>Nature of recruitment</b>	Regular
4.	<b>Maximum age Limit</b>	40 Years
5.	<b>Pay Level</b>	Pay Level: 6 (Rs. 35400 - 112400) as per 7th CPC
6.	<b>Minimum educational qualifications and experience</b>	<b>Qualification and Experience</b> Master's Degree in any discipline from a recognized 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 with Knowledge of computer typing and Computer applications in office management with 5 years relevant experience in Government / Autonomous Organization / PSU / Educational Institutions.
7.	<b>Job Responsibility and Required Skills</b>	<b>Job Responsibility</b> - Assisting in procurement process, record-keeping and file management. <b>Required Skills</b> - Good knowledge of GFR and other rules and regulations. - Drafting and record-keeping
8.	<b>Application Fee</b>	500/-

1.	<b>Name of the post</b>	Administrative Assistant
2.	<b>Number of posts</b>	01(SC)
3.	<b>Nature of recruitment</b>	Regular
4.	<b>Maximum age Limit</b>	40 Years
5.	<b>Pay Level</b>	Pay Level: 4 (Rs. 25500 - 81100) as per 7th CPC
6.	<b>Minimum educational qualifications and experience</b>	<b>Qualification and Experience</b> Graduate with knowledge of computer typing and knowledge of computer applications with 3 years relevant experience in Government organization /Autonomous organization /Public Sector Undertakings/ Reputed organization.
7.	<b>Application Fee</b>	500/-

### 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 <https://iimkashipur.ac.in/careers>*

**Last date for submission of online application and fee: 26.06.2025 (11:59 PM)**

1. Age relaxation and reservation norms for ST / SC / 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. Reserved category applicants shall be required to upload the latest Caste/ Category certificate issued by the Competent Authority as per Government of India directives issued from time to time.
3. PwD applicant shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority as per Government of India directives issued from time to time.
4. Candidates should submit their SC/ ST/ Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
5. The Institute reserves the right to relax experience / age / qualification in exceptional cases. Age relaxation for employees of the Institute will be governed as per the Institute policy.
6. The Institute reserves the right to offer appointment on contract basis, the Selection Committee, may recommend appointing the candidate on a contractual basis as per the rules and regulations of the Institute.
7. The Institute reserves the right to increase / reduce the number of vacancies or empanel candidate(s) for future vacancies.
8. 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.
  - (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
9. Degree as referred above should have been awarded by a recognized University / Institute.
10. 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.
11. 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 present employer during the document verification. However, they should submit an undertaking to this effect.
12. Candidates must pay online application fee of Rs.500/-. Fee is exempted for SC/ST/PwD/ Ex-Serviceman and Women Candidates of any community. Fee by any other mode of payment will not be accepted. Fee once paid shall not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process.

13. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
14. 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.
15. 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.
16. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
17. 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/-  
Chief Administrative Officer

## FORM-SC/ST

**SC/ST Certificate Format**  
**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND  
 SCHEDULED TRIBES (ST) CANDIDATES**

1. This is to certify that Shri/ Shrimati/ Kumari\* \_\_\_\_\_ son/daughter\*  
 of \_\_\_\_\_ of Village/Town\* \_\_\_\_\_  
 District/Division\* \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ belongs to  
 the \_\_\_\_\_ Scheduled Caste / Scheduled Tribe\* under :-

- \* The Constitution (Scheduled Castes) Order, 1950
- \* The Constitution (Scheduled Tribes) Order, 1950
- \* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

\* **The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;**

- \* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
- \* The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- \* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- \* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri /Shrimati\*  
 \_\_\_\_\_father/mother\* of Shri /Shrimati /Kumari\* \_\_\_\_\_of Village/Town\*  
 \_\_\_\_\_in District/Division\* \_\_\_\_\_of the State/Union  
 Territory\* \_\_\_\_\_who belong to the Caste / Tribe\* which is recognised as a Scheduled Caste /  
 Scheduled Tribe\* in the State / Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_dated  
 \_\_\_\_\_

3. Shri/ Shrimati/ Kumari \* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside(s)\*\* in Village/Town\*  
 \_\_\_\_\_Of \_\_\_\_\_District/Division\* of the State Union Territory\* of .  
 \_\_\_\_\_

Place: Signature: Designation

(with seal of the Office)

State/Union Territory\*

Date:

\* Please delete the word(s) which are not applicable.

# Applicable in the case of SC/ST Persons who have migrated from another State/UT. IMPORTANT NOTES

The term “ordinarily reside(s)\*\*” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected.