



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
NON-TEACHING POSITIONS

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

S. No.	Post	Job Type	Pay Band / Consolidated honorarium	No of Post			
				General	SC	ST	OBC
1	IT Consultant	Contract	Consolidated Rs. 70000.00 + LTA + Medical	01	Nil	Nil	Nil
2	Librarian	Regular	PB-3, Rs. 15600-39100 GP 7600	01	Nil	Nil	Nil
3	Secretary to Director	Regular	PB-2, Rs. 9300-34800 GP 4200	01	Nil	Nil	Nil
4	Accountant	Regular	PB-2, Rs. 9300-34800 GP 4200	01	Nil	Nil	Nil
5	General Duty Assistant	Regular	PB-1, 5200-20200 GP 2400	01	Nil	Nil	Nil
6	Multi-Tasking Staff (Guest House)	Regular	PB-1, 5200-20200 GP 1800	01	Nil	Nil	Nil
7	Multi-Tasking Staff (Programme)	Regular	PB-1, 5200-20200 GP 1800	01	Nil	Nil	01
8	Multi-Tasking Staff (Dispatch)	Regular	PB-1, 5200-20200 GP 1800	01	Nil	Nil	Nil
9	Multi-Tasking Staff (General)	Regular	PB-1, 5200-20200 GP 1800	01	01	Nil	Nil
10	Multi-Tasking Staff (Horticulture)	Regular	PB-1, 5200-20200 GP 1800	Nil	Nil	Nil	01

Note: Number of post may increase or decrease.

Application forms can be submitted online only on or before October 16, 2017. A printout of online application form submitted along with self-attested photocopies of certificate with Rs. 500.00 as application fee in the form of Demand Draft in favour of “**Indian Institute of Management Kashipur**” payable at **Kashipur** 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 October 16, 2017.**

The Qualification, Experience and Age limit for the above posts are as under:

1. IT Consultant

Pay: 70000.00 plus HRA (on equivalent basic pay), LTA and Medical allowance as per Institute's rules.

Qualification and Experience

Essential Qualification:

B.E./ B.Tech/M.E. / M.Tech (Computer Science / IT / Electronics); and preferably from the pay PB-3 15600-39100 GP 5400 (VI Pay Commission) or equivalent from Central Govt. / State Govt. / PSU or reputed private organisation with a minimum monthly pay of Rs. 60000.00 per month on CTC basis along with at least 10 years of service, with 5 years of relevant experience in :

- Project Management: Implementation and Maintenance of campus – wide IT networks.
- Working knowledge of Website & Server administration (desirable)
- Planning and procurement of It resources.
- PMP certificate desirable.

Tenure: Initially contract period of 1 year, extendable up to 3 years.

Job requirement:

- IT, Project supervision, Monitoring and evaluation at permanent campus.
- Manage on-going IT, operations and maintenance activities related to websites, internet, intranet, active and passive n/w components, servers, software and licences at permanent and transit campus.
- Manage tenders and RFQs related to IT activities and Vendor management.

Maximum age limit: 50 years (Maximum) and 35yers (Minimum).

2. Librarian

Pay Band and Grade Pay: PB-3, Rs. 15600-39100 GP 7600 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

Master's degree in Library Science and Information Science or higher degree from a recognized University or equivalent; with Ten years' professional experience in a library under Central or State Government or autonomous or statutory organization or Public Sector Undertaking or University or recognized research or educational Institution out of which 5 years as Deputy Librarian or equivalent with evidence of innovative library service and organization of published work and ICT modernization of Library.

Desirable:

Candidates also having a Ph.D degree in the above discipline with a consistently good academic record will be preferred.

Maximum age limit: 50 years.

3. Secretary to Director

Pay Band and Grade Pay: PB-2 - Rs. 9300-34800 GP Rs. 4200 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. MBA / Post Graduation (10+2+3+2) or equivalent relevant qualification and thorough knowledge of Computer applications / Secretarial practices in office with Five (05) years relevant post qualification experience in Central/State Government /Autonomous or Statutory organization/ PSUs/University or Recognized Research or Educational Institutions.
2. Shorthand English 80 WPM, Typing English 40 WPM and Hindi 25 WPM.
3. Should be excellent in oral and written communication in English.

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

4. 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: 45 years.

5. General Duty Assistant

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 2400 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

Graduation (10+2+3) with Knowledge of computer typing in English 35 w.p.m & Hindi 30 w.p.m. and knowledge of Computer applications with Five (5) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings.

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

6. Multi-Tasking Staff (Guest House)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

Intermediate (10+2) with Two (02) years relevant experience of cooking and handling of Visitor Hostel/ Guest House /mess / canteen under Central/State Government /Autonomous or Statutory organization/ PSUs/University or Recognized Research or Educational Institutions with an ability to prepare food as per menu (both vegetarian and non-vegetarian including handling of meat products) and accounting of ration.

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

7. Multi-Tasking Staff (Programme)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Intermediate (10+2) with Two (02) years relevant experience in handling day to day activities of Programme Offices and Doctoral Programs.
2. Typing Knowledge English 20 WPM.

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

8. Multi-Tasking Staff (Dispatch)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Intermediate (10+2) with Two (02) years relevant experience of Office Management.
2. Typing Knowledge English 25 WPM

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

9. Multi-Tasking Staff (General)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Intermediate (10+2) with Two (02) years' experience.
2. Typing Knowledge English 25 WPM

Desirable:

Proficiency in MS Windows & MS Office and Internet.

Maximum age limit: 45 years.

10. Multi-Tasking Staff (Horticulture)

Pay Band and Grade Pay: PB-1 - Rs. 5200-20200 GP Rs. 1800 and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

Qualification and Experience

Essential Qualification:

1. Matriculation/ 10th Pass or equivalent from a recognized board.
2. Knowledge of gardening
3. Knowledge of maintaining garden and use of gardening equipment.

Desirable: Experience of working as gardener in reputed institute/ establishment, preferably educational institute.

Maximum age limit: 45 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. 500.00 in the form of Demand Draft in favour of “**Indian Institute of Management Kashipur**” payable at **Kashipur** should be received at the following address by speed post on or before **16 October 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. Degree as referred above should have been awarded by a recognized University / Institute.

12. 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.
13. 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.
14. Institute strives to have a workforce which reflects gender balance. **Women candidates are encouraged to apply.**
15. 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.
16. 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.
17. TA/DA or any other allowance will not be paid by the institute for attending the written test / interview.
18. Any dispute with regard to the selection / recruitment process will be subject to courts /Tribunals having jurisdiction over Kashipur, Uttarakhand.
19. The institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
20. The Institute shall not be responsible for any postal delay.
21. The Institute reserve the right for relaxing any of the criteria mentioned above.

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

Phone 05947 – 262174, 16 & 76 Ext. 333

Or

E-mail: response@iimkashipur.ac.in

Sd.
Chief Administrative Officer
IIM Kashipur