



**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**  
**NON-TEACHING POSITIONS**  
**Advt. No. IIMKPV/Non-teaching/2018/2**

IIM Kashipur invites applications for the post of **Financial Advisor-cum-Chief Accounts Officer** in Level 11 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised PB-3 + Grade Pay of Rs.6600/-) on Regular / Contract / Deputation basis.

**Application forms can be submitted through online mode only on or before 22/06/2018.**

A printout of online application form submitted along with self-attested photocopies of certificates and Demand Draft of Rs. 200.00 (except candidates belonging to SC/ST Category, Person with Disabilities, Ex-Serviceman and Women candidates) in favour of Indian Institute of Management Kashipur payable at Kashipur sealed under A-4 envelope superscripted 'Application for the post of FA cum CAO' should be sent to the following address-

**Chief Administrative Officer,  
Indian Institute of Management Kashipur,  
Kundeshwari, Kashipur, Distt: U S Nagar- 244713,  
Uttarakhand, INDIA**

**Last date for online submission of application forms: 22/06/2018**

**Last date of receipt of hard copy of the applications: 30/06/2018**

**Note:** Applicants who had applied against the previous advertisement no. IIMKPV/Non-teaching/2018/1 dated 15/03/2018 should apply afresh, however they are exempted from paying the application fees again.

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

**Pay Band and Grade Pay:** Level 11 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised PB-3 + Grade Pay of Rs.6600/-) and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand.

**Essential Qualification:**

1. MBA (Finance) **or** M.Com **or** PGDM (Finance) with minimum 60% marks.

**Or**

2. CA **or** ICWA.

**Experience:**

Minimum 8 years' experience with sound knowledge of Central Government rules relating to Accounts / Audit, Service conditions, Treasury and finance, with at least 5 years' experience in immediate lower pay in Level 10 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised PB-3 + Grade Pay of Rs.5400/-) or equivalent. Preference will be given to those working in IITs/ IIMs/ Central Universities and other CFTIs under Ministry of Human Resource Development.

**Job Profile:**

The job, among other things, requires Financial / Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit. Reporting the financial position of the Institute to Board of Governors, Ministry of HRD and other government agencies from time to time. Advising Director on financial issues. Expertise in using computer systems for processing/ retrieval of accounts/ finance related data will be desirable.

**Maximum age limit:** 50 years.

## General Instructions

1. Reservation norms for ST/SC/OBC/PWD/Ex-Serviceman as per Government of India rules will be applicable.
2. 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.
3. 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.
4. The institute reserves the right to relax experience / age / qualification in exceptional cases or in the case of persons already holding analogous position in Autonomous Body/ University/ Research Institution.
5. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Appropriate functional titles may be assigned to the selected candidates after induction.
7. The institute reserves the right to offer appointment on contract basis initially for a period upto 3 (three) years. Based on the assessment of performance they may be regularised on the post as per Institute's norms.
8. The institute reserves the right to empanel candidate(s) for future vacancies.
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 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.
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)" from present employer during the time of interview. However, they should submit an undertaking to that effect.
12. Institute strives to have a workforce which reflects gender balance. **Women candidates are encouraged to apply.**
13. 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.
14. 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.
15. TA/DA or any other allowance will not be paid by the institute for attending the Written Test / Interview.
16. Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over Kashipur, Uttarakhand.
17. The institute reserves the right to conduct the Written/ Screening Test, if large number of applications received for a particular post.
18. 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: [response@iimkashipur.ac.in](mailto:response@iimkashipur.ac.in)

Sd/-

Chief Administrative Officer, IIM Kashipur