



**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**  
**NON-TEACHING POSITION**

**Advt. No. IIMKPV/Non-teaching/2018/4 dated 15/11/2018**

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

S. N.	Name of Post	Pay-Level (7 <sup>th</sup> CPC)	No of Post	Category
1	Chief Administrative Officer	Level-12 with Basic Pay Rs. 78,800/-	01	UR

**Application forms can be submitted only through online mode on or before December 20, 2018.**

A printout of online application form submitted along with self-attested photocopies of certificates with Rs. 200.00 in the form of demand draft in favour of Indian Institute of Management Kashipur payable at Kashipur as application fee should be sent to:

**The Director,  
Indian Institute of Management Kashipur,  
Kundeshwari, Kashipur, Distt: U S Nagar- 244713,  
Uttarakhand, INDIA**

**Last date of receipt of hard copy of the applications is December 31, 2018 (6.00 PM).**

**Website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in)**

**The Qualification, Experience and Age limit for the above post is as under:**

**1. Chief Administrative Officer**

**Pay Band and Grade Pay:** Level-12 with Basic Pay Rs. 78,800/- and other allowances as admissible to the Central Government employee's stationed at Kashipur, Uttarakhand OR On negotiable Consolidated Salary (on contract).

**Qualification:**

1. Essential Educational qualifications:
  - a. Two Years Post Graduate Diploma in Management from IIM or other reputed institution. OR
  - b. Post-graduate Degree in Management (MBA)/Law from a reputed University / Institute with First Class (60% marks), OR
  - c. Graduates in Engineering /Post-graduate Degree in any discipline with a post-graduate diploma in management with First Class (60% marks), OR
  - d. Fellow of Institute of Company Secretary (FCS) with good academic record.

2. The candidate should be excellent in oral and written communication in English.
3. Should have excellent interpersonal skills, good knowledge of Government rules and regulations relating to administration of academic institutions.

**Experience:**

Essential: At least 15 years of post-qualification experience in administration of a Government department/Autonomous Body/ PSU/Higher Education Institution /Commercial organization of national/international repute, in a responsible position. Retired Defence Personnel may also be considered.

Desirable: Relevant experience in IIM / IIT or other centrally funded institutions will be preferred.

**Job Profile:**

Chief Administrative Officer of IIM Kashipur is expected to be dynamic and a self-motivated professional. She/he will lead a team of officers in the Institute and guide them in their day to day activities. She/he will coordinate and control all the administrative activities of the institute to provide support to the Director and the Faculty in discharging their academic and other responsibilities. The CAO will also work as Secretary to the Board of Governors (BoG). The position of CAO calls for a person with a high level of motivation, maturity and integrity.

**Maximum age limit:** Upper Age Limit: 55 years (for contractual appointment - 60 years). For exceptionally qualified / experienced candidates, the age limit of 55/60 years may be relaxed.

## 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. 200.00 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 **December 31, 2018 (6.00 PM)**. Applications received after the last date will not be entertained.

The Director,  
Indian Institute of Management Kashipur  
Kundeshwari, 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.
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. 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.
9. The institute reserves the right to empanel candidate(s) for future vacancies.
10. Degree as referred above should have been awarded by a recognized University / Institute.
11. Mere eligibility will not vest any right on any candidate for being called for written test / Skill test. 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. Canvassing in any manner would entail disqualification of the candidature.

12. 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 document verification. However, they should submit an undertaking to that effect.
13. 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 written test / skill test 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. TA/DA or any other allowance will not be paid by the institute for attending the written test /skill test.
17. Any dispute with regard to the selection / recruitment process will be subject to courts /Tribunals having jurisdiction over Kashipur, Uttarakhand.
18. The institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
19. The Institute shall not be responsible for any postal delay.

If any problem persists during online submission of application, please contact through the following email id–

E-mail: [response@iimkashipur.ac.in](mailto:response@iimkashipur.ac.in)

Sd/-  
Director  
IIM Kashipur