



**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**

**भारतीय प्रबंध संस्थान काशीपुर**

**Advt. No.: IIMKPV/Non-teaching/2023/2**

**Date: 01.12.2023**

**Non-teaching Recruitment**

IIM Kashipur invites applications for the following non-teaching positions:

Sl. No.	Position	Job Roles and Responsibilities	Vacancies	Level	Nature of Engagement
1.	<b>Chief Administrative Officer *</b>	<b>Overall Administration of the Institute</b>	<b>1 (UR)</b>	<b>13A</b>	<b>Regular/ Deputation/ Contract</b>
2.	<b>Senior Administrative Officer Grade I</b>	<b>Personnel &amp; Human Resource</b>	<b>1 (UR)</b>	<b>12</b>	<b>Regular</b>
3.	<b>Internal Audit Officer #</b>	<b>Internal Audit</b>	<b>1 (UR)</b>	<b>10</b>	<b>Regular/ Contract</b>
4.	<b>Corporate Relations &amp; Placement Executive \$</b>	<b>Corporate Relations &amp; Placement Activities</b>	<b>1</b>	<b>Consolidated</b>	<b>Contract</b>
5.	<b>Administrative Assistant</b>	<b>General Administration</b>	<b>2 (UR)</b>	<b>4</b>	<b>Regular</b>

\* Selected candidate will be offered either Regular or a fixed term appointment on Deputation/ 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 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.

<b>1.</b>	<b>Chief Administrative Officer</b>
	<b>Qualification and Experience</b>
	(a) Master's Degree in any discipline from a recognised University/Institute.
	(b) In addition to the above a Two years Post-Graduate Diploma in Business Administration / Management from a reputed University/Institute OR Postgraduate degree in Law/ Management (MBA) from a reputed University/Institute OR Engineering graduates with a degree/ diploma in management or Chartered Accountant would be preferred.
	(c) At least 15 years of post-qualification experience in heading administration of a Central/State Government Organizations / PSUs/ Universities/Autonomous Bodies /Centrally Funded Institutions /Deemed University or reputed Management Education Institute/University/College/Commercial organisation of national/ international repute, out of which at least 10 years in the level of Senior Administrative Officer. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.
	Level 13A (Rs. 131100 - 216600) as per 7 <sup>th</sup> CPC or on contract basis with an equivalent consolidated pay.

	<p><b>Job Profile</b> Overall Administration of the Institute.</p> <p><b>Age limit Regular &amp; Contract:</b> Minimum 50 years and Maximum 58 years</p> <p><b>Age limit Deputation:</b> Maximum 56 years</p> <p><b>Application Fee:</b> ₹ 500.00</p>
<b>2.</b>	<p><b>Senior Administrative Officer Grade I</b></p> <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 with minimum 10 years of post-qualification experience (6 years for SC/ST) in one of the relevant admin areas:- General Administration / Academic Administration / Admission / Executive Education / MDP out of which 5 years at pay Level 10 or above.</p> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Will be responsible for HR Planning, Recruitment, Induction, Job Assignment, Training, and Job Rotation of Staff members.</li> <li>- Will keep records of the performance evaluation of staff members.</li> <li>- Will help the SDEC in planning career advancement of staff members.</li> <li>- Will manage the recruitment and induction process of faculty members.</li> </ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills — both oral and written.</li> <li>- Knowledge and experience in carrying out all the activities related to HRM and HRD.</li> <li>- Very good Managerial and Leadership qualities.</li> <li>- Outstanding interpersonal skills.</li> </ul> <p><b>Age limit:</b> 50 years</p> <p><b>Application Fee:</b> ₹ 500.00</p>
<b>3.</b>	<p><b>Internal Audit Officer</b></p> <p><b>Qualification and Experience</b> Must be a graduate and a Member of 'Institute of Chartered Accountants of India'. Good working knowledge of Computer applications and accounting software.</p> <p><b>Desirable:</b> Sound Knowledge of applicable statutory compliances related to Education Industry in connection with auditing techniques, internal auditing standards issued by ICAI and IIA. Certifications like Certified Internal Auditor (CIA), Certificate course on Internal Audit by ICAI, would be an added advantage.</p> <p><b>Essential Experience</b></p> <p>Holding analogous post in Level-10 at least for 5 years or at least 10 years' experience in Level-9 in Internal Audit wing of an educational institution of National Importance funded by Govt. of India, / Central / State Govt. Autonomous Bodies, /PSU, / Central/State University.</p> <p><b>Desirable:</b> Experience of Internal Audit in educational institutions of national importance like: IIM, IIT, IISER etc. will be preferred.</p> <p>Pay Level 10 (Rs. 56100 - 177500) as per 7th CPC or on contract basis with an equivalent consolidated pay.</p> <p><b>Job Profile</b></p> <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> </ul>

	<ul style="list-style-type: none"> <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>
	<b>Age Limit:</b> 62 years
	<b>Application Fee:</b> ₹ 500.00
<b>4.</b>	<b>Corporate Relations and Placement Executive</b>
	<p><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 five years relevant experience in Government / Autonomous Organization / PSU / Educational / Institutions.</p>
	<p><b>Job Profile:</b></p> <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> </ul> <p>Supervise the arrangements for campus placement activities in the institute.</p>
	<b>Age limit:</b> 40 years
	<b>Application Fee:</b> ₹ 500.00
<b>5.</b>	<b>Administrative Assistant</b>
	<p><b>Qualification and Experience</b>  Graduate with knowledge of computer typing and knowledge of computer applications with three years relevant experience in Government organization /Autonomous organization /Public Sector Undertakings/ Reputed organization.</p>
	<b>Age limit:</b> 40 years
	<b>Application Fee:</b> ₹ 500.00

## 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: 31.12.2023 (11:59 PM)**

1. Age relaxation and reservation norms for ST / SC / OBC / 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. Applicants belonging to OBC (Non Creamy Layer) category shall have to upload OBC(NCL) certificate as per **Annexure-I** otherwise, such applicants shall be considered as unreserved category applicants. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. OBC-NCL certificate shall be issued on or after **(01.01.2023)**.
4. Applicants under EWS category shall be considered subject to submission of Income and Assets certificate on a prescribed format (**Annexure-II**) issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per Dop&T OM NO.36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-23 issued on or after 01.04.2023.
5. PwD applicant shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.
6. Applicants belonging to ST / SC / PwD / Ex-Serviceman and women candidates are not required to submit application fee.
7. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
8. 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. Age relaxation for employees of the Institute will be governed as per the Institute policy.
9. 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.
10. The Institute reserves the right to increase / reduce the number of vacancies

or empanel candidate(s) for future vacancies.

11. 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; and
  - (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
12. Degree as referred above should have been awarded by a recognized University / Institute.
13. 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.
14. 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.
15. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
16. 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.
17. 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.
18. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
19. The Institute shall not be responsible for any postal delay.
20. 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

**Prescribed format for OBC Certificate**  
**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING**  
**FOR APPOINTMENT TO POSTS TO CENTRAL EDUCATIONAL**  
**INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_ Son / Daughter of  
 Shri / Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_  
 \_\_\_\_\_ District/Division \_\_\_\_\_ in the  
 \_\_\_\_\_ State belongs to the  
 \_\_\_\_\_ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 213 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the  
 \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she does not  
 belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of  
 Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.)  
 dated 09/03/2004.

Dated: \_\_\_\_\_

District Magistrate / Deputy Commissioner / Competent Authority

Seal

**NOTE:**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar' and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

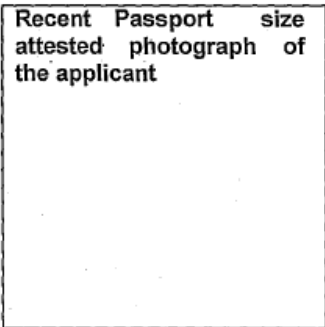
**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_



\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.