



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

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

**Date: 15<sup>th</sup> June 2023**

**Non-teaching Recruitment**

**Advertisement for Internal Career Advancement of Staff Members of IIM Kashipur**

IIM Kashipur invites applications from the eligible Staff Members of the Institute for the following non-teaching positions to be filled through Internal Career advancement.

Sl. No.	Name of Post(s)	Vacancies	Pay Level	Category
1.	Administrative Assistant	3	Level 4	UR

The essential requirement for the above post (s), as per Serial Number of the posts, are as under:

01	Open to the staff members who have who have rendered at least five (5) years of regular clean service (Level 1 and above) in IIM Kashipur and possess the following qualifications as per the Staff Recruitment and Career Advancement Policy 2021 of IIM Kashipur:  Graduate with knowledge of computer typing and knowledge of Computer applications with 3 years relevant experience in Government organisation / Autonomous organisation / Public Sector Undertakings / Reputed organisation.
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**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 online application form and submit the same as per the instructions given in this regard.**

*Candidates can fill online application form by visiting our website <http://iimkashipur.ac.in/>*

**Last date for submission of application form: 26<sup>th</sup> June 2023 (05:30 PM)**

1. Incomplete application form will be rejected. The responsibility ensuring accuracy of entries made in the application form lies with the applicant.
2. Canvassing in any form or bringing in any influence political or otherwise, will be treated as a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
3. The Institute hold the right to verify the antecedents or documents submitted by the applicant at the time of appointment or during the tenure of the service. If it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background, or has suppressed the said information, then his or her services shall be terminated forthwith.
4. The candidates who have already applied for the post of Administrative Assistant (Level-4) against our Advt.No.IIMKPV/Non-teaching/2022/1 dated 26.09.2022 need not to apply afresh. However, the candidates who have not applied against the said advertisement are required to submit the application form online withing stipulated time.
5. The applicants, who have already applied earlier against the advertisement mentioned in para 4 above and who are applying afresh, are required to submit the signed and duly filled in form in a sealed envelope along with all self-attested relevant supporting documents in person on or before the last date of the advertisement at the address given below:

**Dispatch Office,  
Indian Institute of Management Kashipur,  
Udham Singh Nagar, Uttarakhand 244713.**

The envelope should be super scribed as **“Application for the Post of .....**”

6. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the format prescribed by the Government of India.
7. Age relaxation for employees of the Institute will be governed as per the Institute policy.
8. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.

Sd/-  
CAO