



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR  
भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-teaching/ICA/2024/1

Date: 25.10.2024

**NON-TEACHING RECRUITMENT**

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

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:

S.No.	Name of the Post	Post Code	Job responsibility	Pay Level (7 <sup>th</sup> CPC)	Vacancy Details
1.	Administrative Executive	01	General Administration	8	1 (UR)
2.	Administrative Assistant	02	General Administration	4	2 (UR)
<b>TOTAL</b>					<b>3</b>

Open to the staff members who have rendered at least 05 years of regular clean service (Level 6 and above for level 8 and Level 1 and above for level 4) in IIM Kashipur and possess the following qualifications as per the Staff Recruitment and Career Advancement Policy 2021 of IIM Kashipur.

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

1.	<b>Post Code</b>	01
2.	<b>Name of the post</b>	Administrative Executive
3.	<b>Number of posts</b>	01 (UR)
4.	<b>Nature of recruitment</b>	Regular

5.	<b>Minimum educational qualifications and experience</b>	<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 or Post Graduate Degree Qualification in Human Resources Development / Management or Psychology or Sociology or Communication or Education or any other field of requirement for the Institute, with minimum 7 years experience in one of the relevant admin areas: General Administration / Academic Administration / Admission / Executive Education / MDP/ Purchase, out of which at least 5 years should be in Level 6 or above or equivalent.
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1.	<b>Post Code</b>	02
2.	<b>Name of the post</b>	Administrative Assistant
3.	<b>Number of posts</b>	02 (UR)
4.	<b>Nature of recruitment</b>	Regular
5.	<b>Minimum educational qualifications and experience</b>	<b>Qualification and Experience</b> 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.

### 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.**

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

**Last date for submission of application form: \*\*\*\*\* (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/2023/2 dated 01.12.2023 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:

**Personnel Department  
Indian Institute of Management Kashipur  
Udham Singh Nagar, Uttarakhand**

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. TA/DA shall not be admissible to the candidates for appearing in the written test/ skill test/ personal interview.
9. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.

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. 210 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 / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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 \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*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.