



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR

भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-teaching/2026/1

Date: 15.08.2026

Non-teaching Recruitment

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

Sl. No.	Positions	Job Roles and Responsibilities	Vacancies	Pay - Level (as per 7 th CPC)	Nature of Engagement
1.	Senior Administrative Officer Grade I @	Personnel & Human Resource	1 (UR)	Pay Level -12	Contract/ Regular
2.	Corporate Relations Manager #	Corporate Relations & Placement	2 (UR)	Consolidated	Contract

@ 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.

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1.	Name of the post	Senior Administrative Officer Grade I (Personnel & Human Resource)
2.	Number of posts	01 (UR)
3.	Nature of recruitment	Contract/Regular 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.
4.	Maximum age Limit	50 Years
5.	Pay Level	Pay Level: 12 (Rs. 78,800 – 2,09,200) as per 7th CPC OR equivalent consolidated pay on contract basis.
6.	Minimum educational qualifications and experience	Qualification and Experience: 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.
7.	Job Roles and Responsibilities	• Will be responsible for HR Planning, Recruitment, Induction, Job Assignment, Training and Job Rotation of Staff members. • Will keep records of the performance evaluation of staff members. • Will help the SDEC in planning career advancement of staff members. • Will manage the recruitment and induction process of non-faculty members. Required Skills: • Excellent communication skills — both oral and written. • Knowledge and experience in carrying out all the activities related to HRM and HRD. • Very good Managerial and Leadership qualities. • Outstanding interpersonal skills.
8.	Application Fee	500/-

1.	Name of the post	Corporate Relations Manager (Placement)
2.	Number of posts	02 (UR)
3.	Nature of recruitment	Contract Selected candidates 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.
4.	Maximum age Limit	40 Years
5.	Pay Level	Consolidated pay of Rs. 60,000/- on contract basis. <i>“Higher compensation may be offered to candidates based on their skills and experience.”</i>
6.	Minimum educational qualifications and experience	Qualification and Experience: 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 with Knowledge of computer typing and Computer applications in office management with Minimum 5 years of work experience in industry or academic institutions in areas such as business development, career services, B2B sales/marketing, or corporate relations. Candidates with prior experience in reputed academic institutions will be preferred.

7.	Job Roles and Responsibilities	• Coordinate with industry partners on behalf of the Institute. The Corporate Relations Manager will be responsible for conducting extensive meetings with existing and prospective recruiters. • Build and maintain professional relationships with HR managers, business leaders and recruitment officers across industries. • Identify and engage new corporate partners by initiating discussions, sharing relevant information, and following up for empanelment • Maintain and update the database of companies and key personnel responsible for recruitment activities. • Manage the CRM database, including records of periodic meetings, relationship-building activities, and ongoing liaison with company HR teams. • Represent the Institute at prominent industry events, corporate forums, workshops and networking platforms. • Arrange meetings involving the Chairperson Placements, faculty members and administrative officials of the Institute. • Organize and manage various institutional events, conferences, workshops, and conclaves. • Coordinate with the student placement cell to ensure the smooth execution of placement processes. • Supervise and manage all arrangements related to campus placement activities at the Institute. • Undertake any other responsibilities assigned by the Institute from time to time. Required Skills: • Excellent communication and interpersonal skills. • Good working knowledge of Excel/CRM tools.
8.	Application Fee	• 500/-

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: 14.09.2026 (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. PwD applicant shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority as per Government of India directives issued from time to time.
4. Applicants belonging to ST / SC / PwD / Ex-Serviceman and women candidates are not required to submit application fee.
5. 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.

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. Age relaxation for employees of the Institute will be governed as per the Institute policy.
7. 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.
8. The Institute reserves the right to increase / reduce the number of vacancies or empanel candidate(s) for future vacancies.
9. 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.
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 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.
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) along with **"vigilance certificate"** from present employer during the document verification. However, they should submit an undertaking to this effect.
13. The 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 selection process after shortlisting with reference to the candidate's qualification, suitability, experience etc.
15. Candidates must pay online application fee of Rs.500/-. Fee once paid shall not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process.
16. 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.
17. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
18. The Institute shall not be responsible for any postal delay.
19. If any problem persists during online submission of application, please contact through the following E-mail: response@iimkashipur.ac.in.

Sd/-
Chief Administrative Officer

Prescribed format for OBC NCL 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
 Community which is recognized as a backward class under:

- (i) Resolution No.12011/68/93BCC (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.12011/9/94BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No.163 dated 20/10/94.
- (iii) Resolution No.12011/7/95BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No.88 dated 25/05/95.
- (iv) Resolution No.12011/96/94BCC dated 9/03/96.
- (v) Resolution No.12011/44/96BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No.210 dated 11/12/96.
- (vi) Resolution No.12011/13/97BCC dated 03/12/97.
- (vii) Resolution No.12011/99/94BCC dated 11/12/97.
- (viii) Resolution No.12011/68/98BCC dated 27/10/99.
- (ix) Resolution No.12011/88/98BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
- (x) Resolution No.12011/36/99BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000.
- (xi) Resolution No.12011/44/99BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
- (xii) Resolution No.12015/9/2000BCC dated 06/09/2001.
- (xiii) Resolution No.12011/1/2001BCC dated 19/06/2003.
- (xiv) Resolution No.12011/4/2002BCC dated 13/01/2004.
- (xv) Resolution No.12011/9/2004BCC 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/section (Creamy Layer) mentioned in Column 3 of the Schedules of 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/ 1 st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1 st 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.

SC/ST Certificate Format
FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC)
AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari*..... son/daughter* of
of village/Town*..... District/Division* _
 of State/Union Territory*..... belongs to the
 Scheduled Caste / Scheduled Tribe* under: -

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the Northeastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* **The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;**

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*father /mother* of Shri /Shrimati /Kumari*.....of Village/Town*in District/Division* _of the State State/Union Territory*who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory*issued by the _dated

3. Shri/ Shrimati/ Kumari *..... and / or* his / her* family ordinarily reside(s)** in Village/Town*ofDistrict/Division* of the State Union Territory* of

Place:

Signature:

Designation (with seal of the Office)

State/Union Territory*

Date:

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT. IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

3. Revenue Officers not below the rank of Tehsildar.

4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).

5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).

6. Certificate issued by any other authority will be rejected.