

Online applications are invited from eligible Indian Nationals for appointment to the following positions:

S.No.	Name of Position	Mode of Recruitment	No. of Vacancy	Pay
01.	Chief Administrative Officer	Regular/Contract	01 (UR)	Pay Level 12/Consolidated Pay
02.	Senior Administrative Officer	Regular/Contract	01 (UR)	Pay Level 11/Consolidated Pay
03.	Corporate Relation Manager	Contract	01 (UR)	Consolidated Pay equivalent to Pay level 10
04.	Project Manager (Campus)	Contract	01 (UR)	Consolidated Salary of Rs. 70,000/- to Rs.80,000/- (Gross)
05.	Manager Communication	Contract	01 (UR)	Consolidated Salary of Rs. 60,000/- (Gross)
06.	Clinical Psychologist	Part-time	01 (UR)	Consolidated Salary of Rs. 30,000/- to 40,000/- (Gross)
07.	Library Trainee	Contract	02 (UR)	Consolidated Salary of Rs. 25,000/- (Gross)

The starting date to apply online is 12.02.2024 and the last date for submission of online application is 03.03.2024 till 5:00 pm.

Details about the eligibility criteria/online link etc. for the above post are available at IIM Ranchi website: <https://iimranchi.ac.in/careers/>

Sd/-
Director

Advt.No. IIMR/HR/Recruitment/2024/581

Dated: 12.02.2024

1. Chief Administrative Officer (1 Position-UR) (Regular/ On Contract)

A. Minimum Qualification:

1) Essential:

a) Post Graduate degree in Management / MBA (two – years) or equivalent from a recognised University / Institute with good academic records.

b) Knowledge of Computer applications viz. MS- Office.

c) Post qualification, a total of fifteen (15) Years of experience preferably in educational institute of National importance, Government Organisations, Autonomous bodies, PSUs, Private Organisations of repute in Administration out of which five (05) Years must be in the Grade Pay of Rs. 6,600 per month or equivalent.

Applicant should have adequate grasp of financial, purchase, personnel, legal, preparation of Agenda notes and recording minutes of various meetings, Campus management/ development related activities and flair for serving educational institutions.

2) Desirable

Bachelor's degree in Law/ ICWA, CA, ACS from a recognised University / Institute.

B. Age

Not exceeding the age of 56 years as on last date of application.

C. Job Profile

The candidates for the position should be dynamic, self-motivated professional to lead a team of Officers and officials in the Institute and guide them in their day-to-day activities and to coordinate the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services, community welfare, legal issues and help maintaining IIM Ranchi's

links with government, outside authorities and industries. He/ She will be Nodal officer for MHRD in matters of Grievances, SC/ ST/ OBC, Parliament Questions etc. The incumbent will also be responsible in coordinating meetings of BoG / its committees/ follow ups.

The position demands professionals with dynamism and self-motivated leadership quality.

The CAO will report to the Director of the Institute and perform a set of responsibilities which facilitates, planning, directing & controlling administrative activities in accordance with the rules and policies of IIM Ranchi. He is to assist the Director, IIM Ranchi for day-to-day activities.

D. Remuneration

Pay Scale: Level 12 as per 7th CPC with other allowances for regular appointments.

Consolidated Salary will be paid commensurate with experience and present salary within the limits of Level 12 as per 7th CPC. If any retired senior official from Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

For Regular Appointment: As per rules of the Institute.

For Contractual Appointment: The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

Note 1:- REPUTED PRIVATE ORGANIZATIONS MEANS:-

The Private Company/organization having minimum annual turnover of Rs. 100 crores, for last 5 years.

OR

The firm and Company having minimum 100 employees on its roll.

2. Senior Administrative Officer (1 Position-UR) (Regular/ On Contract)

A. Minimum Qualification:

- a) Post Graduate Degree in Management / MBA / PGDM or equivalent from a recognised University/Institute;
- b) A minimum of fifteen (15) Years of relevant administrative experience, out of which five (05) Years must be in the Pay Level 10 or equivalent. Candidates with experience in IIMs/ IITs/ Centrally Funded Institutions will be preferred.

B. Age

Not exceeding the age of 50 years as on last date of application.

C. Job Profile

The Candidate will be responsible for implementation and follow up on administrative and policy matters. The Senior Administrative Officer (SAO) of the Institute will perform a set of administrative responsibilities in accordance with the rules and policies of IIM Ranchi.

D. Remuneration

Pay Scale: Level 11 as per 7th CPC with other allowances for regular appointments.

A Consolidated Salary of Rs. 1,20,000/- (Gross) will be paid every month during the term of the contract for contractual appointments. If any retired senior official from Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

For Regular Appointment: As per rules of the Institute.

For Contractual Appointment: The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended

for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

3. Corporate Relation Manager (1 Position-UR) (On Contract)

A. Minimum Qualification:

- a) Candidates with MBA or equivalent with 55% marks;
- b) Those with long experience in placement services, corporate and government relations will be considered for this position.
- c) Preferable Experience as Placement Officer/Corporate Relation Manager in CTTIs

B. Age

Not exceeding the age of 50 years as on last date of application.

C. Job Profile

This is a full-time job that will require working closely with the students for competency mapping, career counselling and finding jobs for them. By building external relations with the corporate and the government, the candidate is expected to also full-fill targets in terms of placements.

The following is expected from the candidates:

a) Industry Interface:

- Creating awareness amongst corporate houses about IIM Ranchi, its courses, pedagogy, intellectual capital and students' credentials.
- Initiate, maintain and grow relationships with organisations by meeting senior people across the sectors and locations.
- Converting companies into potential recruiters of IIM Ranchi students.
- Collect industry feedback and share it with the internal stake holders.

b) Engaging with student placement committee:

- Liaising with Placement Committee to formulate and execute placement strategies & policies for effective and result oriented placements.
- Facilitating administrative support to the placement committee for smooth functioning.
- Regular interaction with the student batches for updating them on the activities, achievements and future course of action.

c) Administrative:

- Administering student discipline and grievance redressal pertaining to placements.
- Maintain and share Placement Reports with the concerned authorities.
- Facilitating information related to placement for various surveys.

D. Remuneration

Consolidated Pay equivalent to Pay level 10 as per 7th CPC will be paid every month during the term of the contract. If any retired senior official from Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

4. Project Manager (Campus) (1 Position-UR) (On Contract)

A. Minimum Qualification:

- (i) Essential: B.E./B.Tech.(Civil Engineering) or equivalent

- (ii) Experience: Minimum 10 years relevant experience post qualification. For more details
- (iii) Preference: Recently retired personnel from CPWD/ Central Government/ Central Autonomous bodies/ Central PSUs.
- (iv) The candidate should possess the experience of working in the field of Construction of major buildings; public infrastructure projects; campus development; relevant experience in Construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, building works, RCC works, like deep foundation , structural steel works for buildings, Technological structure and large value of civil engineering projects, providing expert advice on the designing; planning and management of civil construction projects; experience of working with PMCs; offering expert advice in all construction activities; meeting quality standards and compliance with statutory and regulatory requirements.
- (v) The candidate should have experience in overall execution & monitoring of large value Projects. Should be well conversant with the preparation of Project budget, cash flow etc. Shall possess knowledge of preparation of presentations for the Management.
- (vi) Candidate should have handled contract, closing of projects, knowledge of ISO requirements for quality management system.
- (vii) The Candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and contract management of construction projects etc.
- (viii) Should have knowledge and experience in preparation and evaluation of estimates; Tenders; NITs in the field.
- (ix) Should have knowledge of preparation/checking/approval of Civil, Structural and Architectural Drawings/Layouts etc.
- (x) Should have knowledge of entire construction audit i.e. Quality Audit, Study and analysis of project details, documents, various contract conditions, tax liability, cost structures, expenses, statutory requirement, project requirement along with other internal and external constraints to establish control system to avoid cost and time over run & certify for

release of RA/ final payments of the bills raised, for payment by IIM Ranchi in a time bound manner.

B. Age

Not exceeding the age of 62 years as on last date of application.

C. Job Profile

- (1) Will be responsible for all aspects of Project Management for developing the Institute Campus.
- (2) To review Project, determine time frame, funding limitations, procedures for accomplishing project. Keep the Director informed at each stage and submit monthly reports of progress.
- (3) To direct and coordinate activities of project personnel to ensure project progress on schedule and within prescribed budget.
- (4) To make safety inspections of the site when work is underway and ensuring regulations relating to health safety and the environment are adhered to.
- (5) Will be responsible to maintain all records with proper documentation.
- (6) He will be responsible for strengthening of working relationship between IIM Ranchi, the OMC, Architect and other project participants. He will ensure to avoid any litigation, focus on strengthening financial controls over the process, ensure correctness, effectiveness, efficiency and contract compliances of the Institute's Project.
- (7) Will be responsible to ensure that proper government procedures are followed to avoid Audit objections at a later stage. Will also be responsible to clear Audit objections.
- (8) Liaison with Government Agencies and Statutory Authorities for clearance of building for use.

- (9) In addition to the above, may be assigned any other tasks by the Director.
- (10) He will report to the Director of IIM Ranchi.

D. Remuneration

Consolidated remuneration of the contractual employees shall be upto Rs.80,000/- per month. No other allowance or perks are permissible. Income Tax as per prevailing rules will be deducted at source. If any retired senior official from Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

5. Manager- Communication (1 position- UR) (On Contract)

A. Qualification

- a) Essential: MBA / Post Graduate Degree in Mass Communication/Journalism/ Public Relations, with 55% marks from a recognised University/ Institute.
- b) Experience: (i) 5 years of relevant work experience in social and digital media platform; (ii) Experience or interest in working with data visualization tools and creative ways to display information; (iii) In-depth knowledge and understanding of Social Media platforms (Facebook, Youtube, Twitter, Instagram, LinkedIn etc.) and how they can be deployed; (iv) Ability to effectively communicate information and

ideas in written and verbal format; (v) Knowledge and working experience in Office Applications, Photoshop, and other audio/video and photo editing software; (vi) Preparing and distribution of traditional and social media posts. Experience in Mass Media will be preferred.

B. Age

Maximum 40 years as on last date of application.

C. Job Profile

The Primary task of the Manager-Communication is as follows:

Implement social media strategies, build brand awareness, generate inbound traffic; (ii) Disseminating information on programmes & policies of IIM Ranchi; (iii) Social media releases on regular basis; (iv) Preparing News-Letter of the institute; (v) Preparing brochures, promotional material and documentation for the institute; (vi) Maintaining communication with press and preparing and making releases as required by the Institute; (vii) Assignments related to the IIM Ranchi Journal; (viii) Any other responsibilities as assigned by the Institute

D. Remuneration

A Consolidated Salary of Rs. 60,000/- (Gross) will be paid every month during the term of the contract.

E. Duration

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on 1+1 year basis, subject to annual performance review and requirement of the Institute.

6. Clinical Psychologist (Part-time) (1 position UR)

The Primary task of the Clinical Psychologist would be to provide mental health/ psychological counselling services to students and other stakeholders of IIM Ranchi on a part-time basis.

A. Qualification

M.Phil/ M.A. in Clinical Psychology from a recognised University/Institute. He/She should have a valid current registration with the Rehabilitation Council of India as a Clinical Psychologist. Candidates with experience in providing counselling services at Higher Educational Institutions in the past would be preferred.

B. Age

Maximum 50 years as on last date of application.

C. Remuneration

A Consolidated Salary of Rs. 30,000/- to 40,000/- (Gross) will be paid every month during the term of the contract. The exact salary would be fixed based on qualifications and experience of the Candidate.

D. Other terms

The Candidate would be required to visit IIM Ranchi campus as per a pre-decided schedule to be approved by IIM Ranchi for the purpose of counselling. The candidate will be expected to be available for online counselling and emergency assistance if required.

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on 1+1 year basis, subject to performance review and requirement of the Institute.

7. Library Trainee (2 Position-UR) (On Contract)

A. Minimum Qualification:

- Master in Library & Information Science (MLISc) with First Class from recognized Indian universities.
- Candidates having good communication skills and basic knowledge of IT and IT related applications used in libraries will be preferred.

B. Age

Not exceeding the age of 30 years as on last date of application.

C. Remuneration

Consolidated salary of Rs. 25,000/- (gross) per month.

D. Contract Period

The initial contract period for a selected candidate will be 01 (one) year. The duration of the Contract may be extended for a further period of up to 1 (one) year, subject to performance review and requirement of the Institute.

GENERAL INSTRUCTIONS/ INFORMATIONS/ CONDITIONS RELATED TO ADVERTISED POSITION

1. Candidates are requested to apply online through the website <https://www.iimranchi.ac.in/>, as per the prescribed procedure along with relevant documents. **Starting date to apply online is 12.02.2024 and the last date to apply online is up to 5 p.m. on 03.03.2024**
2. The candidates should possess sound health, good moral character and should not be involved in or related to any criminal case or any type of offense/ act involving moral turpitude.
3. After successful online submission of application, a print out of the application form must be obtained and submitted when called for interview. It will be required at the time of document verification/interview. Hard copy of the application is NOT to be sent to the Institute.
4. Candidates are advised to fill their correct and active e-mail addresses in the online application form, as all correspondence will be made by

the Institute through e-mail only. Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed to the candidates in their registered e-mail. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

5. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates will be as per Government of India rules.
6. SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview.
7. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
8. The experience requirement is relaxable at the discretion of the Institute.
9. The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
10. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, supply of fake document, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
11. Application forms incomplete in any way or not having required educational / experience certificates / the latest photograph is liable to be rejected without intimation.
12. Those who are working in Government/ Public Sector Establishments/ Autonomous Institutions will be required to produce a No Objection Certificate, if called for Interview.
13. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of

issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation, Pay particulars and signature of the Administrative Authority/Owner of the organization along with his/her seal.

14. The institute reserves the right to fill or not to fill the post advertised. The Institute reserves the right to reject any application/candidature at any stage of the recruitment process without assigning any reason to this effect. The Institute reserves the right to withdraw the advertisement at any time without assigning any reason whatsoever.
15. Selection will be made on the basis of candidate's previous records and their performances in the interview.
16. The competent authority of IIM Ranchi reserves to right to conduct interview for the position advertised to select suitable candidates.
17. Only shortlisted applicants will be contacted.
18. Number of posts advertised may be treated as tentative. The institute shall have the right to increase/ decrease the number of posts at the time of selection and make appointment accordingly.
19. Contractual appointments do not create any right whatsoever to any claim for future appointments in any contractual or regular position
20. The Institute reserves the right to decide criteria/ procedure for shortlisting of the candidates.
21. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
22. The Institute may verify the antecedents or documents submitted by a candidate at any time, including at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
23. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for

not being called for interview. Canvassing in any form lead to disqualification.

24. No TA/ DA shall be paid to the applicants for appearing in the interview.
25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
26. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts at Ranchi.
27. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
28. Corrigendum/addendum, if any, will be made available only in the institute website, and will not be communicated to any person individually. Hence, all the applicants are advised to visit the institute website regularly.

Sd/-

Director