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.	Manager (Academics)	Contract	01 (UR)	Consolidated Pay equivalent to Pay level 10

Appointee will be entitled to Group Medical Insurance as per Institute's policy.

The starting date to apply online is 9.11.2026 and the last date for submission of online application is 30.11.2026 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/**

Advt.No. IIMR/HR/Recruitment/2026/1030 **Dated: 5.11.2026**

01. Manager (Academics) (1 Position-UR) (On Contract)

A. Minimum Qualification:

(i) Post Graduation or equivalent from a recognized university/institute with 55% marks or its equivalent;

(ii) Minimum 8 years of relevant supervisory experience in an academic institution preferably in a Business School or CFTI. Applicants should have experience in academic administration and government-related matters and a flair for serving academic institution.

B. Age

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

C. Job Profile

Handling of activities of Academic Programmes and other academic and non-academic assignment. Supervise overall management and handling of activities related to admissions and academic administration of the Academic Programmes. Liaison with Visiting/Guest faculty with respect to programme and sessions. Preparation of Academic calendar and Area teaching plans under the guidance of respective Programme Chairpersons; interaction with the candidates/participants of different programmes. Scheduling of classes, conduct of exams and preparation of grade sheets. Maintaining fellowship/contingency funds, liaising for accommodation and mess facilities to the participants attending Programmes.

D. Remuneration

A Consolidated Salary equivalent to Pay Level 10 (Gross) will be paid every month during the term of the contract for contractual appointments. If any retired senior official from the 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.

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 9.11.2026 and the last date to apply online is up to 5 p.m. on 30.11.2026.**

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/EWS/ PwD/ Ex-Servicemen candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview. Candidates will be required to have all necessary educational/category/experience/salary certificates/document at the time of application and will not be provided with additional time to produce any documents/certificates. Candidates will be required to provide salary certificates or pay slip and proof of salary credit in account for the entire period when they are claiming work experience. Internships or Traineeships will not be considered as work experience.

7. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. REPUTED PRIVATE ORGANIZATION MEANS:- A Private Company/Firm/organization having minimum annual turnover of Rs. 100 crores, for last 5 years OR a firm/Company having minimum 100 employees on its roll.

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. The institute may set higher criteria for shortlisting as per its discretion.

26. The institute may hold written test and/or interview for selection in any of the posts, as required.
27. The institute will fix pay for any retired government/autonomous body/PSU employees, if selected for any of the positions, as per government guidelines.
28. 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.
29. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts at Ranchi.
30. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
31. 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.
32. For any technical related issue please email to system.admin@iimranchi.ac.in and for any other issue please email to hr@iimranchi.ac.in