



# INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Government of India)

Ranchi- 834 008, Jharkhand

Ph: 0651-2280113

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

NAME OF THE POST
CHIEF ADMINISTRATIVE OFFICER - 01 POST (On Regular/ Contract / Deputation basis)

The starting date to apply online is 06.10.2021 and the last date for submission of online application is 08.11.2021 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/p/non-teaching>

Director

Advt.No.IIMR/HR/Recruitment/2021

Dated: 04.10.2021



भारतीय प्रबंध संस्थान राँची  
INDIAN INSTITUTE OF MANAGEMENT RANCHI

**Online applications are invited for the post of Chief Administrative Officer (on Regular/ Contract/ Deputation basis). The details of the position are provided below-**

## **Post: Chief Administrative Officer**

**Mode of Appointment:** Regular/ Contract/ Deputation. Term if selected for Contract or Deputation basis for a period of 02 (Two) Years, which may be extended for a period of another one year based on the performance of the candidate.

**No. of Post:** 01 (UR)

### **Minimum Qualification:**

1) Essential:

- a) Post Graduate degree in Management / MBA (two – years) 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.

### **Deputation**

Officers under the Central / State Government / UTs/ Autonomous bodies/ PSUs holding analogous posts or with at least 05 years' service in the grade rendered after appointment thereto on a regular basis in posts in PB-3 with Grade Pay of Rs. 6,600/- or equivalent and possessing the qualification and experience may apply for deputation basis.

(Candidate drawing equal emoluments in Organizations where Central Pay Scales are not followed, will also be considered.)



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**Upper Age limit for regular/contract/ deputation basis:** Not exceeding the age of 56 years as on the starting date of online application.

**Functions:** 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.

**Salary:** Consolidated Salary will be paid commensurate with experience and present salary within the limits of Level 12 as per 7th CPC. The Pay fixation of retired pensioner and other candidates will be fixed as per Gol guidelines.

**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.



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### **GENERAL INSTRUCTIONS/ INFORMATIONS/ CONDITIONS RELATED TO ADVERTISED POSITION**

1. Candidates are requested to apply online through the website <https://www.iimranchi.ac.in/>. Starting date to apply online is 06.10.2021 and the last date to apply online is up to 5 p.m. on 08.11.2021. Candidates should pay Application fee of Rs.500/- (Non Refundable) for General & OBC candidates through online mode only.
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. Candidates should follow the prescribed procedure for submission of online application. Candidates should scan and upload photograph and signature.
4. Proficiency in both Hindi & English language is required.
5. After successful online submission of application, a print out of the application form must be obtained and submitted when called for test/interview. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
6. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/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 recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
7. SC/ST/PwD candidates are exempted from the application fee. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates as per Government of India rule.
8. 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/ written test.
9. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates at the discretion of the Institute.
10. The experience required is relaxable at the discretion of the Institute.
11. The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/ interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for test/ interview.

12. It is the responsibility of the candidate to assess his 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.
13. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.
14. Those who are working in Government/ Public Sector Establishments/ Autonomous Institutions will be required to produce a No Objection Certificate, if called for Interview/ test.
15. 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.
16. 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.
17. Selection will be made on the basis of candidate's previous records and their performances in the interview / written test.
18. The competent authority of IIM Ranchi reserves to right to conduct written test or interview or both for the position advertised to select suitable candidates.
19. Only shortlisted applicants will be contacted.
20. Selected applicants will be required to join the Institute immediately.
21. 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.
22. The Institute reserves the right to decide criteria/ procedure for shortlisting of the candidates.
23. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
24. Application processing fee shall not be refunded under any circumstances.
25. The Institute shall verify the antecedents or documents submitted by a candidate at any time 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.
26. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
27. No TA/ DA shall be paid to the applicants for appearing in the written test/ interview.



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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 of 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 only in the institute website. Hence, all the applicants are advised to visit the institute website regularly.