



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt 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
ADMINISTRATIVE OFFICER -02 POST (On Contract basis)

The starting date to apply online is 05.05.2021 and the last date for submission of online application is 04.06.2021 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



भारतीय प्रबंध संस्थान राँची
INDIAN INSTITUTE OF MANAGEMENT RANCHI

Advt. No. IIMR/HR/RECRUITMENT/2021

Post: Administrative Officer

No. of post: 02 (Reservation as per GoI Policy)

Mode of Appointment: Contract. On successful completion of contract period, the appointee may be considered for **regular appointment** on the basis of his/her performance and Institute Policy for the same.

Essential Qualification: Any Graduate degree or equivalent with minimum 55% marks.

Desirable Qualification: MBA or Post- Graduate Diploma in Management (PGDM).

Experience: Minimum 7 years of relevant post-qualification supervisory experience in a Academic/research Institution/ Commercial Organization of national/International repute in the GP 4600 (PB-2) or equivalent. Applicants should have experience in academic administration and government-related matters and a flair for serving educational Institutions.

Good communication skills in English and good working knowledge of computer applications are essential including Academic Information System to incorporate the functional modules such as Admissions, Class Scheduling, Course Coordination, Planning & Monitoring, Courses offered and Online contents , Course feedback, work flow for internal processes, intranet mailing ,Bulletin Boards.

Age: Between 30 to 45 years as on the last date for receiving application (Age relaxation as per GoI rules).

Contract Term: On contract for a period of two years which can further be extended subject to performance evaluation and requirement of the institute.

Job Description: Handling of activities of Management Programme and other academic and non-academic assignment.

Supervise overall management and handling of activities related to admissions and academic administration of the Management Programme. Liaison with Guests/Adjunct faculty with respect to programme and sessions. Preparation of Academic calendar and Area teaching plans under the guidance of respective Faculty in-charge of the Programme; 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.

The ideal candidate will possess strong administrative knowledge of functions and technology; very high on integrity; a passion for creating a high performing organization with a strong commitment to service and accountability. Good communication skill in English is essential.

The Candidate selected for the appointment can be transferred/ side stepped to any other appointment as part of job rotation.

Salary: Consolidated Salary will be paid commensurate with experience and present salary within the limits of Level 10 as per 7th CPC.

The terms of reference and other conditions are as under:-

- (1) Candidates are requested to apply online through the website <https://www.iimranchi.ac.in/>. Starting date to apply online is 05.05.2021 and the last date to apply online is up to 5 p.m. on 04.06.2021. Candidates should pay Application fee of Rs.500/- (Non Refundable) for General & OBC candidates through online mode only.
- (2) SC/ST/PwD candidates are exempted from the application fee. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman candidates as per Government of India rule.
- (3) SC/ ST/ OBC/ PwD/ Ex-serviceman candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview/ written test.
- (4) 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.
- (5) The experience required is relaxable at the discretion of the Institute.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.

- (10) 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.
- (11) 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.
- (12) No TA/ DA shall be paid to the applicants for appearing in the written test/ interview.
- (13) The contractual appointment will be initially made for a period of two year. It is extendable depending upon the period of requirement subject to satisfactory performance and based on the performance it can be considered for regular position.
- (14) The period of the contractual appointment shall not be considered as regular service for the purposes of pension or any other retirement benefits from IIM Ranchi.
- (15) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
- (16) The appointment may be terminated at any time by both the parties by serving notice of 30 days during contractual appointment and further as per rules applicable for regular employees, if considered for regular appointment.
- (17) General instructions regarding terms & conditions for contractual appointment as issued from time to time, will be applicable and binding on the appointee.
- (18) The credentials provided by the candidate is subject to verification at the time of joining the duty.
- (19) 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. The Institute reserves the right to fill consequential vacancies arising from available wait-listed candidates.
- (20) Name of the shortlisted candidates will be put up on the Website.