



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt of India)

Ranchi- 834 008, Jharkhand

Ph: 0651-2280113

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

NAME OF THE POST
DRIVER-01 POST (On Contract)

The starting date to submit Biodata is 05.03.2021 and the last date for submission of Biodata is 15.03.2021 till 5:00 pm.

Details about the eligibility criteria/Biodata form 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 05.03.2021

Walk-In Interview for the following post in IIM Ranchi

Name of Post: Driver

No. of Post – 01

Mode of Appointment: Contractual

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

Age: Not below 18 years but not exceeding 40 years as on issuing of this advertisement. The relaxation in age to candidates belonging to SC/ ST/ OBC/ Ex-serviceman candidates as per Government of India rule.

Essential Education Qualification and experience

- (i) 10th class examination passed.
- (ii) Possession of valid driving license for LMV.
- (iii) Atleast five (5) years' experience of driving a motor car.
- (iv) Knowledge of motor mechanism. Candidate should be able to remove minor defects in vehicle.
- (v) Knowledge of Road/ Traffic rules & signs.

Desirable

1. The driver should have experience of driving of Govt./Institutes vehicle. Candidates who have significant experience and expertise in the relevant area shall be given preference.
2. Punctuality and decency in work. Knowledge of city roads and locations.

Salary: On the basis of experience and performance in the interview.

Note

1. The appointment is purely contractual, and duration of contract is two years and renewal on satisfactory performance.
2. TA/DA will not be paid for attending the interview.
3. The office reserves the right to fix suitable criteria for short listing of eligible candidates, satisfying qualification and experience. The shortlisted candidates will be informed by email/phone.
4. Biodata is to be submitted in a closed envelope at the Reception Counter of IIM Ranchi by Post or by hand or by E-mail. Last date for submission of Biodata is 15.03.2021 upto 5:00pm. Address for submitting the Biodata is- Indian Institute of Management, Suchana Bhawan (5th Floor), Audrey House Campus, Meur's Road, Ranchi-834008 (Jharkhand). Email ID for submission of Biodata is hr@iimranchi.ac.in.
5. Shortlisted candidates will be informed to attend interview.
6. Shortlisted candidates are requested to bring their Educational Qualification Certificates/Experience Certificates/Driving License, recommendations and references along with an updated Resume on the date of interview.
7. Preference will be given to Ex-Servicemen.

Venue of Interview: Address: - Indian Institute of Management, Suchana Bhawan (5th Floor), Audrey House Campus, Meur's Road, Ranchi-834008 (Jharkhand), Contact Number: 0651-2280113

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

- (1) 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.
- (2) 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.
- (3) This is a contractual post and on consolidated salary.
- (4) 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.
- (5) The part-time appointment may be terminated at any time by both the parties by serving notice of 30 days.
- (6) General instructions regarding terms & conditions for part-time appointment as issued from time to time, will be applicable and binding on the appointee.
- (7) The credentials provided by the candidate is subject to verification at the time of joining the duty.
- (8) 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.
- (9) The shortlisted candidates will be informed by email.
- (10) The Institute reserves the right to: (a) fill or not to fill any of the advertised positions (b) fill consequential vacancies arising from available wait-listed candidates.