



# INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India), Ranchi- 834 008, Jharkhand

Phone: 0651-2280113

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

NAME OF THE POST
SENIOR ADMINISTRATIVE OFFICER - 01 POST (On Contract)

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



भारतीय प्रबंध संस्थान राँची  
INDIAN INSTITUTE OF MANAGEMENT RANCHI

**Online applications are invited for the post of Senior Administrative Officer (on Contract). The details of the position are provided below:-**

**Mode of Appointment:** Contract for a period of 02 (Two) Years (may be extended). The appointee may be considered for **regular appointment** on the basis of his/her performance and Institute Policy for the same.

**Minimum Qualification:** Post Graduate in Management / MBA / PGDM.

**Experience:** Fifteen (15) Years relevant administrative experience with a minimum service of Five (05) Years in PB-3, 15600-39100, Grade Pay 5400 or equivalent pay and relevant administrative service. Preference will be given to candidates:

- Who have work experience of IIT / IIM / Centrally Funded Institutions.
- Who have experience of working in Grade Pay 6600 (PB-3).

**Age:** Not exceeding 50 years on the closing date of advertisement.

**Functions:**The Candidate should be hands-on Administrative professional who will lead a team of officers and officials and guide them in day to day Administrative activities including Campus development, estate management, Store and purchases, contract services, Legal, Personnel, General Administration and help in maintaining IIM Ranchi's link with Government, outside authorities and industries.

**Salary:** Monthly consolidated salary will be paid commensurate to experience and present salary within the limits of Level-11 as per 7<sup>th</sup> CPC.



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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 05.05.2021 and the last date to apply online is up to 5 p.m. on 04.06.2021. Candidates belonging to the General/OBC/EWS categories are required to pay fee of Rs 500/-(Non Refundable) through online mode only and candidates belonging to SC/ST/PwD categories are exempted from application fee.
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. 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.
5. 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.
6. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/ Ex-Serviceman candidates as per Government of India rule.
7. EWS/SC/ ST/ OBC/ PwD candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview/ written test.
8. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
9. The experience required is relaxable at the discretion of the Institute.
10. 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. Selection will be made on the basis of candidate's previous records and their performances in the interview / written test.
17. 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.
18. Only shortlisted applicants will be contacted.
19. Selected applicants will be required to join the Institute immediately.
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. Application processing fee shall not be refunded under any circumstances.
23. 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.
24. 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.
25. No TA/ DA shall be paid to the applicants for appearing in the written test/ interview.



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26. 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.
27. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts of Ranchi.
28. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
29. Corrigendum/addendum, if any, will be made only in the institute website. Hence, all the applicants are advised to visit the institute website regularly.

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