



**INDIAN INSTITUTE OF MANAGEMENT RANCHI**

(Under Ministry of Human Resource Deveopment, Govt of India)

**RANCHI - 834008, JHARKHAND**

**Ph : 0651-2280113 FAX :0651-2280940**

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

<b>NAME OF THE POST</b>	
<b>Chief Administrative Officer</b>	<b>- 01 Post (On contract / deputation basis)</b>
<b>Administrative Officer</b>	<b>- 02 Posts (One post reserved for OBC-NC category)</b>

Details about qualifications / experience / application fee / Online Links etc. for the above posts are available at IIM Ranchi website: <https://www.iimranchi.ac.in/careers/non-teaching>

**Director**

**Advt. No. IIMR/HR/RECRUITMENT/2019 Dated 28/05/2019**

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**Post:** CHIEF ADMINISTRATIVE OFFICER

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

Recently retired personnel from Central Government / Central Autonomous bodies / Central PSUs may also apply for the position for appointment on contract basis. For such candidates the upper age limit will be 62 years.

**Minimum Qualification:**

- 1) Essential
  - a) Post Graduate degree from a recognised University / Institute.
  - b) A total of fifteen (15) Years of experience preferably in educational institute of National importance, Government Organisations / 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.
- 2) Desirable. Post Graduate degree in Management / MBA (two – years), Bachelor's degree in Law, ICWA, CA, ACS from a recognised University / Institute.
- 3) Deputation. Officers under the Central / State Government / UTs 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.

**Age for contract basis** : The upper age will be 62 years.

**Upper age limit for deputation:** Not exceeding the age of 56 years as on the date of advertisement.

**Functions:** The candidates for the position should be dynamic, self-motivated professional to lead a team of Officers 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, legal issues and help maintaining IIM Ranchi's links with government and industries.

The position demands professionals with dynamism and self-motivated leadership quality.

**Salary:** Salary will be paid commensurate with experience and present salary within the limits of **PB-3** (Rs. 15,600 – 39,100), Grade Pay Rs. 7,600/- in Level 12 as per 7<sup>th</sup> CPC.

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**Post: ADMINISTRATIVE OFFICER:** 02 (Two) Posts (01 UR and 01 OBC-NC)

**Mode of Appointment:** Regular.

**Educational and Other Qualifications required:**

**Essential:**

- Degree of a recognised university / institute.
- Five years' experience, out of which two years of regular service in PB-2 Grade Pay Rs. 4,800/- or equivalent (OR) three years of regular service in PB-2 Grade Pay Rs.4600/- or equivalent, with working experience in administration, establishment, academic administration, Finance & Accounts works in a Government Office / PSU / Autonomous Body / Statutory Body / Private Organisations of repute.

**Desirable:**

- Post Graduate Degree / Diploma in Management.
- Knowledge of Computer applications viz. MS Office.
- Experience in handling administration / legal / financial / establishment matters.
- Preference will be given to persons served in Government organisations / PSU / Centrally funded educational institutes / institute of repute.

**Age:** Maximum Age 40 Years as on the date of issuance of the advertisement.

**Functions:** The Administrative Officer will be responsible for the varied functions of the institute which will include General Administration, Establishment, Admissions, Management Development Programme, Academic Administration, Finance and Accounts, Project Management etc. Good communication skill in English is essential.

The Administrative Officer will take care of the diverse administrative work of the institute. He / She will work in close coordination with different departments and committees of the institute.

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

**Salary:** PB-3, Rs.15600 – 39100, Grade Pay Rs.5400/- as per 6<sup>th</sup> CPC / Basic Pay Rs.56,100/- in Level 10 as per 7<sup>th</sup> CPC.

**GENERAL INSTRUCTIONS / INFORMATIONS / CONDITIONS RELATED  
TO ADVERTISED POSITIONS**

1. The above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
2. **Mode of Appointment:**
  - a) Candidates are requested to **Apply Online through our website <https://www.iimranchi.ac.in/careers/non-teaching> up to 5 p.m. on 12<sup>TH</sup> JUNE 2019.** Candidates should pay Application fee of Rs.500/- (**Non Refundable**) for General & OBC candidates through online mode only.
  - b) Separate application along with application fee should be applied for each post.
  - c) Any change of address given in the application form should be communicated to the institute.
3. SC / ST / PwD candidates are exempted from the application fee. The statutory provision for relaxing of age prescribed in case of the candidates belonging to SC / ST / OBC / PwD categories will be made applicable to them as per Government of India norms.
4. SC / ST / OBC / PwD candidates are required to produce the relevant certificate, as per format prescribed by the Government of India, at the time of interview / skill test / written test.
5. If candidates are not found suitable for regular assignment they may be offered the job on contractual assignment.
6. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview / written test / skill test. More stringent criteria may be applied for shortlisting the candidates to be called for interview / skill test.
7. 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.
8. Those who are in regular service in Government / Public Sector Establishments / Autonomous Institutions will be required to produce a No Objection Certificate, if called for interview / written test.
9. The Institute solely reserves the right not to fill the advertised position without assigning any reason. The Institute will also reserve the right to limit the total number of candidates to be called for interview / written test / skill test. The decision of the Institute in this regard will be final.
10. Selection will be made on the basis of candidate's previous records and their performances in the interview / written test / skill test.
11. Only shortlisted applicants will be contacted.

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12. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of competent authority and the institute shall make appointments on consequential / new vacancies.
13. Selected applicants will be required to join the Institute immediately.
14. Travel fare (3<sup>rd</sup> AC) for to and fro journey by shortest route to shortlisted candidates to attend for interview / skill test process will be reimbursed on production of train tickets.
15. Applicants are required to bring all Original Certificates of their Academic and Professional Qualifications and Work Experience for verification on the date of interview / skill test. Applicants are also required to bring their latest Salary Slip at the time of interview / skill test.
16. Incomplete applications will not be considered for shortlisting the candidates.
17. Relevant experience is required to be filled only under column of experience.
18. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview / skill test.
19. The Institute reserves the right to reject any application / candidature at any stage of the recruitment process without assigning any reason(s).
20. The institute reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
21. The institute reserves the right to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
22. 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 appointments accordingly.
23. The institute reserves the right to decide criteria / procedure for shortlisting of the candidates.
24. The institute reserves the right to consider the appointment on regular / contract /deputation basis.
25. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.
26. The competent authority of IIM Ranchi reserves to right to conduct written test or interview or both for the all the positions advertised to select suitable 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. Application processing fee shall not be refunded under any circumstances.

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29. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents / background and has suppressed the said information, then his / her services can be terminated.
30. Canvassing in any form on behalf of any candidate will disqualify such candidate.
31. 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.
32. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
33. Corrigendum/addendum, if any, will be made only in the institute website. Hence, all the applicants are advised to visit the institute website regularly.

**DIRECTOR**

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