



# INDIAN INSTITUTE OF MANAGEMENT RANCHI

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

Ranchi- 834 008, Jharkhand

Ph: 0651-2280113 Fax: 0651-2280940

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

| NAME OF THE POST  |
|---|
| CHIEF ADMINISTRATIVE OFFICER - 01 POST (On Contract / Deputation basis) |
| MANAGER (LEGAL) - 01 POST (On Contract)                                 |
| STUDENT COUNSELLOR- 01 POST (On Contract)                               |
| SOCIAL MEDIA MANAGER- 01 POST (On Contract)                             |

The starting date to apply online is 05.02.2020 and the last date for submission of online application is 19.02.2020 till 5:00 pm.

Details about the eligibility criteria/online link etc. for the above post are available at IIM Ranchi website: <https://www.iimranchi.ac.in/careers/non-teaching>

Director

Advt.No.IIMR/HR/Recruitment/2020 Dated 09.01.2020



भारतीय प्रबंध संस्थान राँची  
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**Online applications are invited for the post of Chief Administrative Officer (on Contract/ Deputation), Manager (Legal), Student Counsellor and Social Media Manager on contract. The details of the position are provided below-**

### **(A)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.

**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.

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



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**Age for contract basis:** The upper age will be 62 years as on 01.01.2020.

**Upper age limit for deputation:** Not exceeding the age of 56 years as on 01.01.2020.

**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 and be responsible 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.

**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 7th CPC.

**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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## (B)Post: Manager (legal)

**Mode of Appointment:** Contract

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

**Age Limit:** Upper age limit of applicant should not be exceeding 55 years as on 01.01.2020 (age relaxation as per government of India rule).

**Consolidated Salary:** Rs 60,000/- to Rs 70,000/- per month

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

**Application mode:** Online

**Academic Qualification:** LLM Degree from a recognized university/ institute with good academic record.

**Required Experience/ Skills:** Minimum 5-year experience (post LLM) as an Advocate or a Law Officer in the Legal Department of Central/ State government Department/ PSU/ statutory corporation or legal associate / consultant in an Advocate or Solicitors Office. The candidate should have excellent communication skills (both written and verbal). The candidate should have Knowledge of Computer applications viz. MS- Office.

**Job Description:** Preparing initial drafts of rules, regulations, ordinances etc administered/ to be administered by the Institute. Preparation of drafts of pleading and comprehensive instructions/ briefs to counsel in connection with litigations involving Institution. Handling disciplinary/ service issue. Giving Legal opinion on matter related to Tender/ Purchase/Labour welfare etc.



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### (C) Post: Student Counsellor

**Mode of Appointment:** Contract

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

**Age Limit:** Upper age limit of applicant should not be exceeding 50 years as on 01.01.2020 (age relaxation as per government of India rule).

**Consolidated Salary:** Rs 50,000/- per month

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

**Application mode:** Online

**Academic Qualification:** Master's Degree in Psychology or Clinical Psychology with specialization in counselling/ PG Diploma in Counselling/ Master's Degree in Counselling Psychology/ Master's Degree in Clinical Psychology/ Master's Degree in Social Work from a recognized university/ institute with good academic record.

**Required Experience/ Skills:** (i) Minimum 5-year relevant experience post qualification. (ii) Communication skills - student counsellors need excellent communication skills, including the ability to actively listen to a student's thoughts, feelings, and concerns, and provide helpful advice. Excellent communication skills both oral and written. (iii) Counselling - Effective counselling skills are vital in this role, and student counsellors should be able to confidently provide advice and guidance while creating a space where students can express themselves honestly. (iv) Patience and compassion – this role requires high levels of patience and compassion, since student counsellors assist students dealing with a range of academic, emotional, social, and behavioural issues. (v) Attention to detail – student counsellors should also possess a high level of attention to detail to successfully guide students and understand their goals and concerns during a counselling session. (vi) Collaboration – student counsellors work with students, teachers, and parents to guide students toward success, so they should be able to successfully work together while respecting privacy guidelines. (vii) Knowledge of Computer applications viz. MS- Office.

**Job Responsibilities:** (i) A student counsellor is responsible for guiding the students regarding their career decisions and helping them understand their potential and provide help to pursue their goals. (ii) Helping the students understand their skill sets and provide them ways to utilize it. (iii) Providing information about the various colleges and universities for further education and advising them about various requirements. (iv) Advising the students on their personal problems and helps them to resolve it. (v) Recognizing the behavioural issues and provides solutions to handle them. (vi) Holding various sessions with the students to identify the problems, that the student faces and try to understand their troubles and advise them. (vii) Assess and diagnose symptoms of psychological distress of students and counsel. (viii) Provide psychotherapy to students. (ix) Conducting group sessions with students. (x) Working with students to set goals, develop a treatment plan and gain insight through treatment. (xi) Working with students to identify situations, behaviours and thoughts that interfere with their wellness and recovery. (xii) Examining social issues that may influence a student's mental well-being including peer-pressure, substance use, academic/work stress, financial challenges and health issues. (xiii) Referring students to other health professionals as well as to other resources in the community such as other social services and support groups.



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## (D) Post: Social Media Manager

**Mode of Appointment:** Contract

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

**Age Limit:** Upper age limit of applicant should not be exceeding 40 years as on 01.01.2020 (age relaxation as per government of India rule).

**Consolidated Salary:** Rs 50,000/- per month

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

**Application mode:** Online

**Academic Qualification:** Master's degree in MBA (Marketing), Public Relations, Advertising, Journalism, Digital Media or Mass Communication etc.

**Required Experience/ Skills:** (i) 5 years of relevant work experience in social and digital media platform. (ii) Experience or interest in working with data visualization tools and creative ways to display information. (iii) In-depth knowledge and understanding of Social Media platforms (Facebook, Youtube, Twitter, Instagram, LinkedIn etc.) and how they can be deployed. (iv) Public relations, Community management on Digital Platform, Event management. (v) Ability to effectively communicate information and ideas in written and verbal format.

**Job Responsibilities:** (i) Implement social media strategies, build brand awareness, generate inbound traffic and product adoption. (ii) Disseminating information on programmes & policies of MHRD and IIM Ranchi across the community of students, parents and general public (iii) Social media releases on regular basis. (iv) Networking social media exchange between IIM Ranchi and the Ministry (v) Preparing News-Letter of the institute (vi) Disseminating information regarding the institute.



**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 05.02.2020 and the last date to apply online is up to 5 p.m. on 19.02.2020. Candidates should pay Application fee of Rs.500/- (Non Refundable) for General & OBC candidates through online mode only.
2. Post is temporary.
3. 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.
4. Candidates should follow the prescribed procedure for submission of online application. Candidates should scan and upload photograph and signature.
5. Proficiency in both Hindi & English language is required.
6. Experience can be relaxed by 2 years if the candidate demonstrates exemplary work through documentary evidence and during the 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. SC/ST/PwD candidates are exempted from the application fee. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD candidates as per Government of India rule.
10. 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.
11. 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.
12. The experience required is relaxable at the discretion of the Institute.
13. 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.



14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. Selection will be made on the basis of candidate's previous records and their performances in the interview / written test.
20. 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.
21. Only shortlisted applicants will be contacted.
22. Selected applicants will be required to join the Institute immediately.
23. 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.
24. The Institute reserves the right to decide criteria/ procedure for shortlisting of the candidates.
25. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
26. Application processing fee shall not be refunded under any circumstances.
27. 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.
28. The Legal Officer so appointed shall not be entitled to practice as a lawyer or to take up any employment, engagement of whatsoever nature on full time or on part time basis.
29. 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.
30. No TA/ DA shall be paid to the applicants for appearing in the written test/ interview.



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