



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
SENIOR ADMINISTRATIVE OFFICER- 01 POST (On Contract)

Details about the eligibility criteria/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 12.09.2019



भारतीय प्रबंध संस्थान राँची
INDIAN INSTITUTE OF MANAGEMENT RANCHI

Interview for the post of Senior Administrative Officer (01 Post) **(This is a contractual post for one Year)**

Job Description

The Candidate should be hands-on Administrative professional who will lead a team of officers 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 and industries.

Desirable Experience

Person should have worked as Senior Administrative Officer in the Govt. organisation/PSUs/Centrally Funded Educational Institutions etc handling the above activities for at least 03 Years.

Academic Qualification

- PG in Management from a recognised university

Age Limit

- Upper age limit is 62 Years

Consolidated Salary: Rs 60000-70000 (Sixty thousand to Seventy thousand) per Month

- Candidates are requested to apply online at the IIM Ranchi website.
- The Application fee is Rs 500 (Five Hundred only) which should be deposited online through the link available on website
- No TA/DA will be given for appearing at the interview.

Last date for Applying is 27.09.2019(Friday) upto 5:00pm

Date of Interview: 04th October 2019 (Friday) at 10 am onwards

Candidates are requested to bring their Educational Qualification Certificates/Experience Certificates along with an updated Resume.

Venue of Interview

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