

## Detailed Advertisement

IIM Ranchi, an Institution of National Importance, and a premier Business School, invites applications from hardworking, experienced and self-driven candidates/professionals for the following positions:

Sl No.	Name of the post	No. of positions
1.	Administrative Associate	5 (4 UR/ 1 OBC)
2.	Consultant	4 (3 UR/ 1 OBC)
3.	Manager-Communication	1 (UR)
4.	Clinical Psychologist (Part-time)	1 (UR)

**The details of the positions are provided below:**

### **1. Administrative Associate (5 positions)**

The Primary task of the Administrative Associate consists of acting as assistants in different academic administrative activities.

#### **A. Qualification**

MBA/ MCA/ Post Graduate Degree in Commerce/Psychology/Communication/Economics/ Computer Science/IT (with 55% marks or equivalent), from a recognised University/Institute, along with 5 years of relevant experience;

OR

B. Tech or BE (CS/ECE/IT) with 55% marks or equivalent, from a recognised University/Institute, along with 5 years of relevant experience.

#### **B. Age**

Maximum 40 years as on last date of application.

#### **C. Remuneration**

A Consolidated Salary of Rs. 45,000/- (Gross) will be paid every month during the term of the contract.

#### **D. Contract Period**

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on 1+1 year basis, subject to performance review and requirement of the Institute.

## **2. Consultant (4 positions)**

### **A. Qualification:**

- a) Graduate or equivalent from a recognised University/ Institute
- b) Desirable: Experience in audit/ HR management

### **B. Experience**

A minimum of fifteen (15) Years of administrative experience out of which five (05) Years must be in the Grade Pay of Rs. 6,600/ Rs. 7600 (PB-3, 6<sup>th</sup> CPC) or equivalent in case of Central/State Government Department/ Organisations, or Defence Services, or Autonomous bodies, or Public Sector Undertakings (PSUs), or major private sector organisations.

### **C. Age**

Not exceeding the age of 65 years as on last date of application.

### **D. Remuneration**

A monthly consolidated Salary of Rs. 60,000/- to Rs. 70,000 (Gross) will be paid depending on the basis of qualifications, experience, merit and performance in the interview.

### **E. Contract Period**

The initial contract period for a selected candidate will be 1 (one) year. The duration of the Contract may be extended for a further period of 1 (one) year, subject to annual performance review and requirement of the Institute.

## **3. Manager- Communication (1 position)**

The Primary task of the Manager-Communication is as follows:

Implement social media strategies, build brand awareness, generate inbound traffic; (ii) Disseminating information on programmes & policies of IIM Ranchi; (iii) Social media releases on regular basis; (iv) Preparing News-Letter of the institute; (v) Preparing brochures, promotional material and documentation for the institute; (vi) Maintaining communication with press and preparing and making releases as required by the Institute; (vii) Assignments related to the IIM Ranchi Journal; (viii) Any other responsibilities as assigned by the Institute

### **A. Age**

Maximum 40 years as on last date of application.

## **B. Qualification**

- a) Essential: MBA / Post Graduate Degree in Mass Communication/Journalism/ Public Relations, with 55% marks from a recognised University/ Institute.
- b) Experience: (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) Ability to effectively communicate information and ideas in written and verbal format; (v) Knowledge and working experience in Office Applications, Photoshop, and other audio/video and photo editing software; (vi) Preparing and distribution of traditional and social media posts. Experience in Mass Media will be preferred.

## **C. Remuneration**

A Consolidated Salary of Rs. 60,000/- (Gross) will be paid every month during the term of the contract.

## **D. Duration**

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on 1+1 year basis, subject to annual performance review and requirement of the Institute.

## **4. Clinical Psychologist (Part-time) (1 position)**

The Primary task of the Clinical Psychologist would be to provide mental health/ psychological counselling services to students and other stakeholders of IIM Ranchi on a part-time basis.

### **A. Qualification**

M.Phil/ M.A. in Clinical Psychology from a recognised University/Institute. He/She should have a valid current registration with the Rehabilitation Council of India as a Clinical Psychologist. Candidates with experience in providing counselling services at Higher Educational Institutions in the past would be preferred.

### **B. Age**

Maximum 50 years as on last date of application.

### **C. Remuneration**

A Consolidated Salary of Rs. 30,000/- to 40,000/- (Gross) will be paid every month during the term of the contract. The exact salary would be fixed based on qualifications and experience of the Candidate.

### **D. Other terms**

The Candidate would be required to visit IIM Ranchi campus as per a pre-decided schedule to be approved by IIM Ranchi for the purpose of counselling. The candidate will be expected to be available for online counselling and emergency assistance if required.

### **E. Contract Period**

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on 1+1 year basis, subject to performance review and requirement of 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 13<sup>th</sup> September'2023 and the last date to apply online is **upto 5 p.m. on 4th October'2023**.
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 interview. It will be required at the time of document verification/ 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 form, as all correspondence will be made by the Institute through e-mail only. 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 Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
6. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.

7. The experience requirement is relaxable at the discretion of the Institute.
8. The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
9. It is the responsibility of the candidate to assess his/her 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.
10. Application forms incomplete in any way or not having required educational / experience certificates / the latest photograph is liable to be rejected without intimation.
11. Those who are working in Government/ Public Sector Establishments/ Autonomous Institutions will be required to produce a No Objection Certificate, if called for Interview.
12. 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.
13. The institute reserves the right to fill or not to fill the positions advertised. It may also fill a reduced number of positions, or not fill any position altogether. 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.
14. Selection will be made on the basis of candidate's previous records and their performances in the interview.
15. The competent authority of IIM Ranchi reserves to right to conduct interviews for the position advertised to select suitable candidates.
16. Only shortlisted applicants will be contacted.
17. Selected applicants will be required to join the Institute immediately.
18. The positions are purely contractual in nature and do not create any right whatsoever to any claim for future appointments in any contractual or regular position.
19. 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.
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. The Institute may 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.
23. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview. Canvassing in any form lead to disqualification.
24. No TA/ DA shall be paid to the applicants for appearing in the interview.
25. 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.
26. If any retired official from Central Govt./ State Govt./ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/her consolidated salary will be fixed as per Govt. of India guidelines.
27. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts at 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 available only in the institute website, and will not be communicated to any person individually. Hence, all the applicants are advised to visit the institute website regularly.

Sd/-

Director