



INDIAN INSTITUTE OF MANAGEMENT RANCHI

RANCHI - 834008 : JHARKHAND

PHONE : 0651-2280113, FAX : 0651-2280940

Online applications from eligible Indian Nationals are invited for appointment to the following **Regular** Positions :

Name of the Post		
Administrative Officer	-01 Post for OBC (Reserved Category)	Assistant Administrative Officer -02 Posts
Office Assistant	-09 Posts (For Reserved Category : OBC-02, SC-01 & Unreserved Category-06)	Junior Engineer (Civil) -01 Post
Accountant	-01 Post	

Online applications from eligible Indian Nationals are invited for appointment to the following **Contractual** Positions :

Name of the Post		
Counsellor	-01 Post.	Assistant Manager (Student Affairs) -01 Post.
Assistant Manager (Legal)	-01 Post.	Information Technology Assistant -01 Post.

For further details please visit the website of IIM Ranchi:

<https://www.iimranchi.ac.in/careers/non-teaching>

Director

Advt. No. IIMR/HR/RECRUITMENT/2018 Dated 18.07.2018.

8x6 cms.

Post: Administrative Officer: 01 (One) Post (Reserved for OBC Category).

Mode of Appointment: Regular.

Educational and Other Qualifications required:

Essential:

- Degree of a recognised university / institute.
- Five years experience of which two years experience in PB-2, Grade Pay Rs.4,800 or equivalent of administration, establishment work 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 (Relaxation is as per the Government of India rules) as on 30 June, 2018.

Functions: The Administrative Officer will be responsible for the varied functions of the institute which will include General Administration, 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 6th CPC / Basic Pay Rs.56,100/- in Level 10 as per 7th CPC.

Assistant Administrative Officer (Administration): 02 Posts (Unreserved).

Mode of Appointment: Regular.

Educational and Other Qualifications required:

Essential:

- Degree of a recognised university / institute.
- Five years experience in PB-2, Grade Pay Rs.4,200/- or equivalent of administration, establishment work in a Government Office / PSU / Autonomous Body / Statutory Body / Institute 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 / Private Organisations of repute.

Age: Maximum Age 40 Years (Relaxation is as per the Government of India rules) as on 30 June, 2018.

Functions: The Assistant Administrative Officer (Administration) will take care of the Administrative tasks in the Institute. He / She will be responsible for close coordination with Administrative Officer and other members of the Department. He / She will take care of all the administrative related issues of the institute. He / She should have good liaison with government officials.

The ideal candidate will possess strong technical knowledge of functions and technology; very high on integrity; a passion for creating a high performing organization with a strong commitment to service and accountability.

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

Salary: PB-2, Rs.9,300 - 34,800, Grade Pay Rs.4,600/- as per 6th CPC / Basic Pay Rs.44,900/- in Level 7 as per 7th CPC.

Post: Office Assistant: 09 Posts (02 for OBC, 01 for SC and 06 for General Category).

Mode of Appointment : Regular.

Educational and Other Qualifications required:

Essential:

- Degree of a recognised university / institute.
- Three years relevant work experience.
- Knowledge of Computer applications viz. MS Office.

Desirable:

- Post Graduate Degree / Diploma in Management.
- Preference will be given to persons served in Government organisations / PSU / Centrally funded educational institutes / Private Organisations of repute.

Age: Maximum Age 35 Years (Relaxation is as per the Government of India rules) as on 30 June, 2018.

Salary: PB-2, Rs.9300 - 34800, Grade Pay-Rs.4200 as per 6th CPC / Basic Pay Rs.35,400/- in Level 6 as per 7th CPC.

Post: Junior Engineer: 01 Post Unreserved.

Mode of Appointment : Regular.

Educational and Other Qualifications required:

Essential:

- Bachelor's Degree in Civil from a recognised university/institute with at least three years experience in Design, Engineering, Construction, Erection supervision, Maintenance of Civil and Structural works, Site and Project management.
- OR
- Three years Diploma in Civil Engineering from a recognised university/institute with at least seven years experience in Design, Engineering, Construction, Erection supervision, Maintenance of Civil and Structural works, Site and Project management.

Desirable:

- Knowledge of Computer applications viz. MS Office., Auto CAD, STAD Pro, MS Project, Prime Vera etc.
- Preference will be given to persons served in Government organisations / PSU / Centrally funded educational institutes / Private Organisations of repute.

Age: Maximum Age 35 Years (Relaxation is as per the Government of India rules) as on 30 June, 2018.

Salary: PB-2, Rs.9300 - 34800, Grade Pay Rs.4200 as per 6th CPC / Basic Pay Rs.35,400/- in Level 6 as per 7th CPC.

Post: Accountant

Mode of Appointment: Regular.

Minimum Eligibility Criteria :

1. Education:

- B.Com or B.B.A (Finance) degree (from a University/Institution recognized by the AICTE /UGC/AIU in a 10+2+3 years format of formal education).

Or,

- M.B.A. or equivalent (Finance) degree (from a University/Institution recognized by the AICTE/UGC/AIU in a 10+2+3 years format of formal education).

Or,

- Bachelor degree (from a University/Institution recognized by the AICTE/UGC/AIU in a 10+2+3 years format of formal education) with C.A.-Intermediate or I.C.W.A.-Intermediate level completed.

And

2. **Experience** : At least three years of full-time work experience in Accounting or Finance role in the Central Government/State Government/PSU/Government Undertaking/Centrally Funded Technical Institution/Government Established University/Government Established Institution/Government Established Autonomous Organization/Statutory Organization.
3. **Age**: Maximum Age 35 Years (Relaxation is as per the Government of India rules) as on 30 June, 2018.
4. **Salary**: Pay Band-2 (INR Rs.9,300 - 34,800) with Grade Pay INR 4,200 as per 6th CPC / Basic Pay INR 35,400/- in level 6 as per 7th CPC.

Post: Counsellor: Contractual (Initially for two years which can further be extended after performance evaluation and requirement of the Institute.

- (1) Candidate would have a Master's Degree in Psychology and PG Diploma in Counselling / Master's Degree in Counselling Psychology/Master's Degree in Clinical Psychology (Minimum 55%) with exposure in handling adolescents.
- (2) The upper age limit of applicant should not be exceeding 40 years as on 30 June 2018.
- (3) The candidate should possess the experience of Two Years in relevant field.
- (4) Should have knowledge of Computer applications viz. MS Office.
- (5) Preference will be given to persons served in Government organizations/ PSU/ Centrally funded educational institute / Private organizations of repute.
- (6) Consolidated Salary will be Rs.35,000/- - Rs.40,000/- per month.

Post: Assistant Manager (Student Affairs): Contractual (Initially for two years which can further be extended after performance evaluation and requirement of the Institute.

- (1) Candidate would have a MBA Or Hotel and Hospitality Management Degree of a recognized university/ institute.
- (2) The upper age limit of applicant should not be exceeding 40 years as on 30 June 2018.
- (3) The candidate should possess the experience of Two Years in relevant field.
- (4) Should have knowledge of Computer applications viz. MS Office.
- (5) Preference will be given to persons served in Government organizations/ PSU/ Centrally funded educational institute / Private organizations of repute.
- (6) Consolidated Salary will be Rs.35,000/- - Rs.40,000/- per month.

Post: Assistant Manager (Legal): Contractual (Initially for two years which can further be extended after performance evaluation and requirement of the Institute.

- (1) Candidate would have a LLB / LLM Degree from a recognized university/ institute.
- (2) The upper age limit of applicant should not be exceeding 40 years as on 30 June 2018.
- (3) The candidate should possess the experience of one year after LLM and three Years after LLB.
- (4) Should have knowledge of Computer applications viz. MS Office.
- (5) Preference will be given to persons who have experience in dealing with cases of university and academic institutions.
- (6) Consolidated Salary will be Rs.35,000/- - Rs.40,000/- per month.

Post: Information Technology Assistant: Contractual (Initially for One year which can further be extended after performance evaluation and requirement of the Institute.

- (1) Candidate would have a Bachelor Degree (Information Technology / Computer Science / Hardware / Networking domain) from a recognized university/ institute.
- (2) Desirable qualification is Master's in relevant field, Software / Hardware certifications from reputed institutes.
- (3) The upper age limit of applicant should not be exceeding 40 years as on 30 June 2018.
- (4) Consolidated Salary will be Rs.25,000/- - Rs.30,000/- per month.
- (5) Job description – An Information Technology Assistant's duties will include the following:-
 - a) Work with end users to identify and deliver required PC service levels.
 - b) Install, configure, test, maintain, monitor and troubleshoot end user workstation hardware, networked peripheral devices and networking hardware products.
 - c) Perform on-site analysis, diagnosis and resolution of complex PC problems for a variety of end users and recommend and implement corrective hardware solutions, including off-site repair as needed.
 - d) Receive and respond to incoming calls, pages and/or e-mails regarding PC and/or hardware problems.
 - e) Construct, install and test customized web pages based on various web platforms and different operating systems.
 - f) Work in other technology such as Web design on Word Press / PHP My Admin / My SQL and latest Web Technologies.
 - g) Exposure in Internet security, Network programming and Handling Computer Lab may be added advantage.
 - h) Support to IT team and other regular daily Information Technology tasks.

GENERAL INSTRUCTIONS / INFORMATIONS / CONDITIONS RELATED TO ADVERTISED POSITION

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 01 August 2018.** 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. Candidates will also be considered for joining on deputation subject to approval of the competent authority from their organisation and NO Objection Certificate (NOC) to be produced at the time of skill test / interview etc.
7. 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/written test.
8. 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.
9. 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 / test.
10. 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 / skill test/written test. The decision of the Institute in this regard will be final.

11. Selection will be made on the basis of candidate's previous records and their performances in the interview / test.
12. Only shortlisted applicants will be contacted.
13. 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.
14. Selected applicants will be required to join the Institute immediately.
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/written test. Applicants are also required to bring their Salary Slip at the time of interview / skill test/written 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 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. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts of Ranchi.
27. Application processing fee shall not be refunded under any circumstances.

28. 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.
29. Canvassing in any form on behalf of any candidate will disqualify such candidate.
30. 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.
31. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
32. Corrigendum/addendum, if any, will be made only in the institute website. Hence, all the applicants are advised to visit the institute website regularly.