



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

भारतीय प्रबंध संस्थान, सिरमौर
Indian Institute of Management, Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P - 173025

(शिक्षा मंत्रालय, भारत सरकार के अधीन)
(Under the aegis of Ministry of Education, Govt. of India)

Recruitment Notification No.: 06 / 2022, date: December 14, 2022

Advertisement for various Regular Non-Teaching positions at IIM Sirmaur

About IIM Sirmaur

IIM Sirmaur is one of the newer institutions of the Indian Institute of Management family in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

Applications are invited for the following Positions:

Online Applications are invited from Indian Citizens for the following Regular Non-Teaching Positions.

S.No	Name of the Post	Pay Level (7 th CPC)	Pay Scale (7 th CPC)	No. of posts and Category
Group ‘A’ Positions				
1.	Finance Advisor and Chief Accounts Officer (FA&CAO)	Pay Level - 11	Rs. 67700 - 208700	01 (UR)
2.	Administrative Officer	Pay Level - 10	Rs. 56100 - 177500	05 (UR-03, OBC-01, SC-01)

Group 'B' positions				
3.	Assistant Administrative Officer	Pay Level - 08	Rs. 47600 - 151100	04 (UR-03, OBC-01)
4.	Senior Personal Assistant	Pay Level - 08	Rs. 47600 - 151100	01 (UR)
5.	Accountant	Pay Level - 06	Rs. 35400 - 112400	01 (UR)
6.	Junior Engineer (Electrical)	Pay Level - 06	Rs. 35400 - 112400	01 (UR)
Group 'C' positions				
7.	Junior Office Assistant	Pay Level- 05	Rs. 29200 - 92300	02 (UR-01, OBC-01)
8.	Junior Accountant	Pay Level - 05	Rs. 29200 - 92300	02 (UR-01, SC-01))
9.	Junior Assistant Grade II	Pay level - 03	Rs. 21700 - 69100	04 (UR-03, OBC-01)
10.	Junior Library Assistant Grade II	Pay level - 03	Rs. 21700 - 69100	01 (UR)
11.	Driver	Pay Level - 02	Rs. 19900 - 63200	01 (UR)

Eligibility Criteria

- Finance Advisor & Chief Accounts Officer (FA&CAO) - 01(UR):** Level-11 Rs.67700-208700 + usual allowances. Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 1,05,687/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential :

- Qualifications

A Pass in the Final examination of CA/ ICWA/CMA.

Or

Master's Degree in Commerce/ MBA (Finance) /PGDM (Finance) – Two years course from a recognized University/Institute with First Class.

- Experience

A minimum of 10 years' relevant experience including 03 years' experience in immediate Lower pay Level-10 (7th CPC). Should have functioned as Head of Finance& Accounts in Central/State Government Organizations/PSUs/Autonomous bodies/Centrally Funded

Institutions/Private Higher Education Institutes of national repute. Experience of finalization of Accounts, preparation of Balance Sheet is a must. Dealing with CAG Auditors will be an added advantage.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, experience and drawing gross monthly emoluments of Rs.78000/- and above.

Desirable

Ability to supervise the functioning of a large accounts and finance department and coordinating their duties, computer literacy in accounting applications and operations with the ability to work independently for accounting/auditing/budgeting matters. Adequate knowledge of General Financial Rules and Government's financial norms and codes. Experience in dealing with the CAG Auditors will be an added advantage.

Job Responsibilities:

- (i) Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management;
- (ii) Preparation and presentation of the Annual Budget, Estimates, and Accounts of the Institute to the Finance Committee of the BoG;
- (iii) Regulation of the individual claims as per the Government of India's rules and instructions;
- (iv) Permitting payments of contractors in accordance with the provisions of the GFR and other rules/instructions of the Government of India as well as the Institute's norms;
- (v) Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute; and
- (vi) Any other work/task that may be assigned by the Director. FA&CAO shall report to the Director.

Age : Preferably below 45 years

2. **Administrative Officer** : 05 (UR-03, OBC-01, SC-01): Level-10 Rs.56100-177500 + usual allowances. Based on the current Government norms, *the gross monthly salary at the start of the*

scale would be : Rs. 88,635/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.

Essential

(i) **Qualifications:**

(a) Masters Degree (First class) from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.

(b) Masters Degree in Psychology (First Class) from a recognized University/Institute. Candidates with Ph.D. preferable - *for the position related to student activities and counselling.*

(ii) **Experience**

(a) A minimum of 08 years' relevant experience in General / Academic Administration out of which at least 03 years experience in the pay Level- 08 and above of 7thCPC or equivalent, under the Central/State Government Departments or Organisations/Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, experience and drawing monthly emoluments of Rs.66,000/- and above.

(b) The candidates should have sound knowledge of computer operation and applications, government rules and regulations relating to administration, Finance (GFR) , purchase & stores , Academic administration and office procedures (CCS Rules) etc.

(c) Work experience in any of the following Academic / Administrative areas in CFTIs is preferable.

(d) Should be well versed in Admission process

- Conducting of Exams
- Shortlistings of candidates, updating admission information on the Institutes website.

- Digitisation of Admission Process.
- Coordination with other IIMs regarding admissions etc.

For AO (Academics):

- (i) Should be proficient in designing, implementing and managing academic programmes, coordinate with Faculty and students to ensure the timely delivery of the academic activities such as academic calendar preparation, Term registrations, course-bidding before the beginning of the term, Class schedule preparation, Examination management, Grade compilation, result preparation , mark sheet preparation , courses material / book procurement, Classroom management, Microsoft officesuite, LMS, Moodle, OLT, Black Board, Student Information system, ERP etc.
- (ii) Academic administration in consultation with Dean/Chair programmes. Faculty planning , Time table preparation, Classroom allocation, Conduct of Examination, Faculty feed back process, Interface with students and student committees.
- (iii) Experience in handling Student Affairs and Counselling.
- (iv) Handling the accreditation process (AACSB/EQUIS/AMBA/NIRF, etc.).
 - Coordinate with Faculty and the Academic department, information management, documentation and data management skills etc.

For AO (Placements & Corporate Relations):

- (i) Proficient with placement process and corporate relation activities
 - Should have good contacts with the companies who recruit from the reputed campuses
 - Support in placement process
 - Branding exercise
 - Building corporate connect and relations
 - Mentoring students for placements
- (ii) Managing student – exchange programme with the partner schools
Coordination with partner schools and Institute Faculty members on Faculty exchange programmes.

- Managing International Immersion Programmes
- Preparation and execution of MoUs related to Faculty and Student exchanges with the partner schools.

For AO (Personnel / General Administration):

(i) Ensure smooth and efficient handling of all the general administrative functions such as Personnel Administration, Service/ RTI matters, Estates management, Hostel Management, Event management, Security, Housekeeping, Logistics, Procurement, stores & Inventory management, vendor management and bills processing. Should possess knowledge of GFRs, procurement of goods & Services etc..

Age : Preferably below 45 years

Overall Job Responsibilities for all the posts:

- Supervising the functions of General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
- Personnel Administration and Service matters;
- Extending administrative support to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- Managing both academic and administrative matters as and when required; and
- Any other work/task that may be assigned by CAO and/or the Director. The Administrative Officer shall report to CAO/Director

3. **Assistant Administrative Officer : 04 (UR-03, OBC-01) Level-08 Rs.47600-151100 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs. 73,656/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential :

(i) Qualifications-

Masters Degree with 55% and above from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.

(ii) Experience -

(a) A minimum of 06 years relevant experience in General / Academic Administration out of which at least 02 years experience in the pay Level- 07 and above of 7th CPC or equivalent, under the Central/ State Government Departments or Organisations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, experienceand drawing monthly emoluments of Rs.62,000/- and above.

(b) The candidates should have sound knowledge of government rules and regulations relating to administration, Finance (GFR) , purchase & stores , Academic administration and office procedures (CCS Rules) etc.

Job Responsibilities:

- (i) General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
OR
- (ii) Personnel Administration and Service matters;
OR
- (iii) Administrative Assistance to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- (iv) Any other work/task that may be assigned by the Competent Authority.

Age : Preferably below 40 years.

- 4. Senior Personal Assistant - 01(UR) Level-08, Rs.47600-151100 + usual allowances. Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.73656/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.**

Essential

(i) Qualification

- Graduate Degree (second class) from a recognized University/Institute..
- Diploma / certificate or equivalent in short hand (minimum 06 months of course duration) from recognized Institute.

(ii) **Experience**

A minimum of 06 years' relevant experience out of which at least 02 years experience in the pay Level- 07 and above of 7th CPC or equivalent, under the Central/ State Government Departments or Organisations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute. Candidates with experience in IIMs preferable.

Or

Candidates' with experience in large, private professional companies are encouraged to apply. Those who are associated with the office of the CXO / MD shall be preferred drawing total emoluments of Rs. 62,000 and above.

(iii) **Proficiency in Typing and Shorthand**

(a) Dictation: 10 mts@80 w.p.m in (English and Hindi).

(b) English Typing @ 40w.p.m - Hindi typing @ 35 w.p.m. (Time Allowed – 10 mts)

Job responsibilities:

To perform secretarial & related functions for the higher officials. To provide a professional and comprehensive administrative support service to the management team. Co-ordinate meeting arrangements/ Liaisoning with Ministry and Higher Education Institutions etc. In addition, any other relevant work may be assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. Any other relevant work may be assigned by the Competent Authority from time to time.

Age : Preferably below 40 years

5. **Accountant**– 1(UR): Level-6, Rs.35400-112400 + usual allowances. *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.55,722/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

(i) **Qualification**

A pass in CA/ICWA/ CMA Final or Intermediate examinations.

Or

Master's Degree in Commerce with First Class from any recognized University/Institution.

(ii) Experience

At least 04 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute.

Job Responsibilities:

Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, etc. A successful applicant is expected to manage the Finance and Accounts office. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have a thorough knowledge of updated Tally software/ PFMS/ ERP/ Accounting packages. Any other relevant work may be assigned by the Competent Authority from time to time. Accountant will report to the Finance Officer/FA & CAO and/or any other Official authorized by Director.

Age: Preferably below 35 years

6. **Junior Engineer (Electrical)** - 1(UR): Level-6 Rs.35400-112400 + usual allowances. *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.55,722/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential :

(i) Qualification

Bachelor's Degree in Electrical Engineering from a recognized University/Institute with at least 55% marks.

(ii) Experience

A minimum of 03 years of relevant experience in reputed companies, preferably in construction companies / Govt. funded Educational Institutes.

Job Responsibilities

- (i)** To ensure proper tendering procedures, documentation related to electrical work and overseeing the execution of all the electrical-related tasks/works from time to time;

- (ii) To oversee and take care of the maintenance of large Electrical/Mechanical Works, Project process and activity of all proposed institute buildings & fixtures and ensure strict adherence to electrical specifications, safety standards and all statutory/mandatory compliances;
- (iii) To ensure maintenance of Refrigeration and Air-conditioning maintenance/ Testing/ Industry/plant/etc.
- (iv) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies related to electrical work; and
- (v) Any other work that may be assigned by the Competent Authority. Junior Engineer (Electrical) will report to the Assistant Engineer and/or any other Official authorized by Director.

Age: Preferably below 35 years

7. **Junior Office Assistant** – 02 (UR-01, OBC-01): Level-5, Rs.29200-92300 + usual allowances; *Based on the current Government norms, the gross monthly salary at the start of the scale would be: Rs.46,608/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

(i) Qualification:

Master's Degree in any discipline with 50% marks from any recognized University/Institution.

(ii) Experience

At least 02 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or reputed corporates from the Private Sector.

Job Responsibilities: To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The successful candidates shall be responsible for (depending upon the department of posting) maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks, personnel administration and HR activities, etc. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time. Junior Office Assistant will report to the respective officer of the departments and/or any other Official authorized by Director.

Age: Preferably below 30 years

8. **Junior Accountant– 02 (UR-01, SC-01): Level-5, Rs.29200-92300 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.46,608/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

(i) **Qualification:** Bachelor's / Master's Degree in Commerce with 50% marks from any recognized University/Institution. Candidates pursuing ICMA or who have passed the intermediate examination of ICMA / CA would be preferred.

(ii) **Experience**

At least 02 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute.

Job Responsibilities: Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting, etc. A successful applicant is expected to assist the Finance and Accounts office. He/she should have thorough knowledge of updated Tally software. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time.

Age: Preferably below 30 years

9. **Junior Office Assistant Grade II– 04 (UR-03, OBC-01): Level-3 Rs.21700-69100 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.35,583/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

(i) **Qualification:**

Bachelor's / Master's Degree in any discipline with 50% marks from any recognized University/Institution.

(ii) **Experience**

At least 01 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute.

Job Responsibilities: To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The successful candidates shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks, personnel administration and HR activities, etc. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken.

Age: Preferably below 30 years

10. **Junior Library Assistant Grade II– 01 (UR): Level-3 Rs.21700-69100 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.35,583/-per month (approx.)*

Essential

(i) Qualification:

BLISc.or equivalent with 55% marks from any recognized University/Institution.

(ii) Experience

At least 01 years of relevant work experience in Central/ State Government Departments or any other Government bodies/ Institutes/ PSUs / Universities/ CFTIs or corporates of repute.

Job Responsibilities: To assist the Librarian in offering the Library services to the Faculty and the students and documentation of Library activities.The candidate should be proficient in office/ Library management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken.

Age: Preferably below 30 years

11. **Driver – 01 (UR): Level-02, Rs.19900-63200 + Usual Allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.31,695/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

(i) Qualification

(a) Applicant must have passed 10th Std. from a recognized board.

- (b) Must possess a Valid Light Motor Vehicle driving license issued by the Competent authority as per the latest Government of India Norms / Motor Vehicles Act as applicable.
- (ii) Experience

Should have atleast 03 years of driving experience in a Central/ State Government Departments or Any Central/ State Government Academic/ Research Institutions/ Autonomous Organizations/ PSUs etc.

Age : Preferably below 35 years

MODE OF SELECTION:

1. **Group 'A' positions** selection will be based on Interview. In case of a large number of applications Institute may shortlist the candidates for Interview through a written test or adopt any such criteria as deemed fit.

2. **Group 'B' positions**

(i) **Assistant Administrative Officer:**

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post ia as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	30	30	
3.	Quantitative Ability and Reasoning	15	15	
4.	Profession related questions (GFR, CCS rules, RTI etc.)	40	40	
Total marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will consist of the following :

- (i) Computer proficiency in MS word, Excel, Power point, internet etc.
- (ii) Noting , Drafting skills

- (iii) Making proposals , email drafting.

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(ii) Senior Personal Assistant :

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post ia as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	25	25	
3.	Quantitative Ability and Reasoning	10	10	
4.	Computer proficiency in MS word, Excel, Power point, etc.	30	30	
5.	Profession related questions (GFR, CCS rules, RTI etc)	20	20	
Total marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will be consisting of following :

- (i) Dictation: 10 mts. @ 80 w.p.m in (English and Hindi).
(ii) English Typing @ 40w.p.m - Hindi typing @ 35 w.p.m. (Time Allowed – 10 mts)

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(iii) Accountant

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post ia as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	15	15	
3.	Quantitative Ability and Reasoning	10	10	
4.	Profession related questions (GFR, Budgeting , audit, Statutory returns, Purchase manuals, Billing procedures, Accounting, ERP , Tally etc.)	60	60	
Total marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will be consisting of following :

- (i) Computer proficiency in MS word, Excel, Power point, internet etc.
- (ii) Proficiency in Tally.

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(iv) Junior Engineer (Electrical)

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post ia as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	15	15	
3.	Quantitative Ability and Reasoning	10	10	
4.	Profession related questions	60	60	
Total marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature.

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

3. Group 'C' positions

(i) Junior Office Assistant

Written Test (MCQs type carrying one marks each).

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	20	20	02 Hrs
2.	General English and comprehension .	25	25	
3.	Quantitative Ability and Reasoning	25	25	
4.	Computer proficiency in MS word, Excel, Power point, writing emails,etc.	30	30	
Total marks		100	100	

Final selection criteria

Candidates who secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(ii) Junior Accountant

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	20	20	02 Hrs
2.	General English and comprehension passage.	20	20	
3.	Quantitative Ability and Reasoning	20	20	
4.	Computer proficiency in MS word, Excel, Power point, internet, email etc.	40	40	
Total marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will be consisting of following :

- (a) Proficiency in Tally.

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(iii) Junior Office Assistant Grade II

Written Test (MCQs type carrying one marks each).

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	20	20	02 Hrs
2.	General English and comprehension passage.	20	20	
3.	Quantitative Ability and Reasoning	20	20	
4.	Computer proficiency in MS word, Excel, Power point, internet, email etc.	40	40	
Total marks		100	100	

Final selection criteria

Candidates who secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(iv) Junior Library Assistant Grade II

Written Test (MCQs type carrying one marks each).

The brief details of the pattern and syllabus for written Test for the post ia as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	20	20	02 Hrs
2.	General English and Comprehension passage.	20	20	
3.	Quantitative Ability and Reasoning	20	20	
4.	Library Professional topics, Computer proficiency in MS word, Excel, Power point, internet , email etc.	40	40	
Total marks		100	100	

Final selection criteria

Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

(v) Driver

(a) Written test of 30 Marks – Objective type related to job (Traffic rules, Driving Knowledge, Signage reading/ interpretation, Basic Vehicle Maintenance, etc.)

(a) Practical test for 70 Marks (Driving Test)

Final selection criteria

Candidates who secure more than 60 marks and above in written test and the Practical test combined together shall be shortlisted in the order of Merit for consideration of appointment.

How to Apply:

Candidates are required to apply online in the prescribed format along with all requisite documents on the Institute's website www.iimsirmaur.ac.in by **Jan 03, 2023, 11:59 PM.**

Candidates (other than SC/ST/PWD/Women candidates) are required to pay a non-refundable application processing fee of Rs. 500 (Rupees Five Hundred only) through the online payment gateway.

Those who have appeared for the selection process earlier MAY NOT apply again.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in the Indian Institute of Management Sirmaur (IIMS), which is an Institute of National importance under the Ministry of Education, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of the online application. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
4. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. shall produce a 'No Objection Certificate (NOC)' at the time of test /interview, as applicable.
5. The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for an interview/test. The age relaxation for the reserved categories i.e. SC/ST/NC-OBC/PWD shall be as per the Govt. of India norms.
6. Candidates desirous of applying for more than one position are required to apply separately for each post along with the fee as applicable.
7. Candidates belonging to reserved categories who wish to apply also under Un-reserved (UR) Category for the same position may apply separately.
8. Institute reserves the right to devise its shortlisting criteria for the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are in full and accurate.
9. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for the interview/ written test.
10. The decision of the Competent Authority at IIM Sirmaur in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, the equivalence of

qualifications, mode of screening/selection, the conduct of interview, will be final and binding on the candidates.

11. The competent Authority at IIM Sirmaur reserves the right to relax any of the criteria in case of candidates who are found exceptionally otherwise suitable.
12. No interim correspondence or personal enquiries shall be entertained by the Institute.
13. Institute reserves the right to seek any other certificate, including vigilance from the candidates already in service at any time during the process.
14. The Institute solely reserves the right not to fill all or any of the advertised positions/ number of posts in all positions without assigning any reason.
15. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
16. Appointment orders issued by the Institute shall be provisional. The Institute may verify the antecedents or documents submitted by a candidate. In case it is found at any time that any of the facts/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 candidature shall stand canceled and services may be terminated without any notice period.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
19. Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.
20. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
21. The Institute shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
22. Application submitted for a particular post is not transferable to any other post.
23. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the Institute.

24. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The Institute may restrict the number of candidates to be called for test/ interview on the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to shortlist applications such as holding written test.
25. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of the interview may be either a personal interview in a venue fixed by the Institute or via online mode which will be at the discretion of the Institute.
26. Candidates who are provisionally shortlisted may be required to interact with the Chief Administrative Officer in connection with the documents and available time required for joining the Institute.
27. Candidates not found suitable for the post applied, may be considered for a lower position i.e. on contract or on regular basis.
28. Pay protection/ advance increments may be considered as per GoI norms.
29. The applicants who have applied for the positions of FA & CAO and Administrative officer in response to the earlier Recruitment Advertisement no. 02/2021 may apply afresh.
30. The selected candidate may be posted in any of the sections / area of functioning as per Institute requirements.
31. The Institute reserves the right to increase or decrease the number of positions advertised.
32. No TA/DA will be paid for attending test/interview.
33. Legal disputes, if any, will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.
34. The Institute reserves the right to reject any application without assigning any reason whatsoever.
35. The Institute also reserves the right to extend the closing date for receipt of applications, results, etc.
36. All correspondence from the Institute, including an interview call letter, shall be sent to the e-mail ID provided by the candidate.
37. Any matter for which no specific instruction has been given shall be decided by the Institute, and the decision shall be final and binding on the applicants.
38. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/ contract, which shall be issued to the selected candidate if any.

39. For clarification of any Technical issues faced by the candidates during submission of online application form, **the applicants may contact at (landline) : 01704-277300 on all working days from Monday to Friday between 1100 AM to 0500 PM.**

Director
IIM Sirmaur