



भारतीय प्रबंध संस्थान, सिरमौर

Indian Institute of Management, Sirmaur

Dhaura Kuan, Distt. Sirmaur, H.P - 173031

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

(Under the aegis of Ministry of Education, Govt. of India)

Recruitment Notification No.: 05/2024, Dated: October 30, 2024

Advertisement for Various 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 Non-Teaching Positions through Direct Recruitment or on Deputation Basis or on Contract.

| S.No. | Name of the Post | Pay Level (7 th CPC) | Pay Scale (7 th CPC) | No. of posts and Category |
|---|-----------------------------------|--|------------------------------------|------------------------------|
| Group 'A' Positions (On Deputation/ Direct Recruitment) | | | | |
| 1. | Chief Administrative Officer | Pay Level – 12 | Rs. 78800 – 209200 | 01 (UR) |
| 2. | Senior Administrative Officer | Pay Level – 11 | Rs. 67000 – 208700 | 01 (UR) |
| Group 'A' Position (Through Deputation/ Direct Recruitment/ On Contract) | | | | |
| 3. | Senior Executive Engineer (Civil) | Pay Level – 11 | Rs. 67000 – 208700 | 01 (UR) |
| Position On Contract Basis | | | | |
| 4. | Psychiatrist/ Psychologist | Consolidated monthly salary – Rs. 80,000 | | |
| Group 'B' positions (Through Direct Recruitment) | | | | |
| 5. | Assistant Administrative Officer | Pay Level – 08 | Rs. 47600 – 151100 | 01 (UR) |
| 6. | Personal Assistant | Pay Level – 06 | Rs. 35400 – 112400 | 02 (UR) |
| 7. | Accountant | Pay Level – 06 | Rs. 35400 – 112400 | 01 (UR) |
| Group 'C' positions (Through Direct Recruitment) | | | | |
| 8. | Junior Office Assistant | Pay Level – 05 | Rs. 29200 – 92300 | 01 (UR) |

Group 'A' Position (On Deputation/ Regular)

1. Chief Administrative Officer (CAO) – 01 (UR): Level - 12 Rs. 78800 – 209200 + usual allowances. Based on the current Government norms, *the gross monthly salary at the start of the scale would be: Rs. 1,34,692/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

Master's Degree in any discipline from a recognized University/Institute with at least 55% of marks. Candidates with MBA/ PGDM/ LLB will be preferred.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions either on:

- (i) analogous post or equivalent or
- (ii) having at least 5 years' experience in a post in Level-11 (7th CPC) or
- (iii) having at least 10 years' experience in Level-10 and above (7th CPC)

Age: The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

(or)

On Direct Recruitment Basis**Essential :****Qualification:**

Master's Degree in any discipline from a recognized University/Institute with at least 55% of marks. Candidate with MBA/ PGDM/ LLB is preferred.

Experience:

Minimum of 15 years of relevant experience, out of which at least 5 years experience in level 11 or 10 years experience in level 10 and above in a supervisory role/ head of an administrative unit in Central/ State Government Organizations/ PSUs/ Universities/ Autonomous bodies/ Centrally/ Funded Institutions/ Deemed University/ Private Higher Education Institutes of national repute.

Age : Preferably below 50 years.

Job Responsibilities

- i) Work as a head of the General Administration and lead the team of officers and staff;
- ii) To coordinate the academic and administrative activities including personnel, general administration, stores and purchase, contract services etc;
- iii) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems;
- iv) Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions, etc. Further, CAO may be assigned institutional responsibilities in accordance with Institute's needs;

- v) Work as Secretary to Board of Governors and assisting in organizing various meetings of the Board of Governors (BoG)/its Committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities;
- vi) To coordinate RTI related matters;
- vii) Experience in handling legal matters;
- viii) Coordinating activities with faculty members and render necessary administrative support in the discharge of their academic duties and functions;
- ix) To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute etc. and
- x) Any other work or task that may be assigned by the Director from time to time.

Reporting : Chief Administrative Officer (CAO) will report to the Director.

2. Senior Administrative Officer : 01 (UR-01): Level-11 Rs. 67000-208700 + usual allowances.
Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 1,15,930/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Direct Recruitment Basis

Essential

Qualifications:

Masters Degree with Second Class from a recognized University/Institute. Candidates with MBA – Finance/ M.Com. will be preferred.

Experience

(i) A minimum of 12 years' of relevant experience in General / Accounts and Finance Administration out of which 05 years experience in the pay Level-10 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 comparable experience and emoluments in corporates of repute. The candidates should have sound knowledge of compute operation and applications, government rules and regulations relating to

Administration, Finance (GFR), Purchase & Stores, Academic administration and office procedures (CCS Rules) etc.

(ii) Work experience in any of the Administrative areas in CFTIs is preferable.

Age: Preferably below 45 years

Overall Job Responsibilities for all the posts:

- (i) Supervising the functions of General Administration, Finance & Accounting, Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
- (ii) Personnel Administration and Service matters;
- (iii) Extending administrative support to Deans/ Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- (iv) Managing both financial and administrative matters as and when required;
- (v) Experience in handling computerized administration / legal / financial / establishment matters.
- (vi) Experience in Grant Management Financial Budgeting / Accounting / Annual Accounts preparation etc.
- (vii) Administrative matters including Establishments (Teaching and Non-Teaching), Recruitments, Legal Matters, Public relations, Coordination, Outsource Contract Management, Facilities / Estate Management, Security / Transport Services etc.
- (viii) Any other work/task that may be assigned by CAO and/or the Director. The Senior Administrative Officer shall report to CAO/Director.

Group ‘A’ Position (On Deputation/ Regular/ Contract)

3. **Senior Executive Engineer (Civil) - 01 (UR-01): 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. 1,15,930/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

Bachelor’s Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks. Candidates with Master’s Degree will be preferred.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions in campus construction either on:

- (i) analogous post or equivalent or
- (ii) having at least 5 years' experience in Level-10 and above

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

On Direct Recruitment Basis**Qualification:**

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks. Candidates with Master's Degree will be preferred.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions:

- (i) having at least 12 years of relevant experience out of which 5 years' experience in Level-10 and above. Candidate with experience in campus construction will be preferred.

On Contract**Qualification:**

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks. Candidates with Master's Degree will be preferred.

Experience:

Retired Persons from Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions with experience as follows:

having served as Engineering head in any Centrally funded Institutes/autonomous bodies having at least 12 years of experience of which 5 years' experience in Level-10 and above. Candidates with experience in campus construction will be preferred.

OR

(i) having comparable experience and emoluments in a corporate of repute.

Age : The maximum age limit for appointment on contract shall be, not exceeding 62 years, as on the closing date of receipt of applications.

Job Responsibilities

Senior Executive Engineer will be the head of the Project and Estate Office of IIM Sirmaur. The selected candidate would lead the project and estate team to manage all of the Institute's projects and ensure adherence to strict timelines. He/ she would also be responsible, among other things, for

- (i) Conceptualizing / Initiating / Planning Infrastructure projects to keep pace with the growing needs of the Institute.
- (ii) Recommending methodology to implement the projects and manage the project timelines.
- (iii) Preparing all works-related documents like detailed specifications, tender documents /drawings, notice inviting tenders, comparative statements, work orders and so on.
- (iv) Managing all engineering project contracts, liaison with architects and contractors, monitoring and controlling of all project activities and ensuring completion within their budgeted costs as well as timelines.
- (v) Maintenance and repair of buildings, offices and classrooms, and preventive maintenance of systems and equipment etc.
- (vi) All matters relating to the relevant committee of the Institute.
- (vii) Responsible for maintaining and implementing maintenance manual.
- (viii) Looking after Planning, design, estimation, tendering, contract management, execution, mechanization, construction, maintenance and renovation, billing, certification etc. of works involving, but not limited to, multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical and central HVAC system, electrical power distribution of whole campus, firefighting systems, building management systems, roads and area development, resolution of safety issues etc.

Reporting : Senior Executive Engineer (Civil) will report to the Director.

Position On Contract Basis

4. **Psychiatrist/ Psychologist - 01(UR): Monthly Consolidated salary – Rs. 80,000/-** plus other facilities like *Medical insurance, etc.*

Qualification:

Post Graduation in Clinical Psychology of two years duration from a recognized University Institute by UGC with at least 55% marks.

Experience:

Minimum five years of clinical practice. Candidates who have experience in counselling of students in academic institutes will be preferred. Candidates with Ph.D. in Psychology will be preferred.

Job Responsibilities:

- He / She will provide consultation to students of IIM Sirmaur in a duly designated room. He/she must be available to the students on telephone as well, to provide assistance in cases of critical nature.
- Consultation will be provided from Monday to Saturday, from 5 PM to 9 PM. In case of contingencies, the psychologist may be called on Sunday as well, to provide consultation.
- He / she will maintain a strictly professional relationship with students and keep the confidentiality of information shared during consultation, diagnosis & treatment.
- Data collected in the course of consultation or otherwise during the contract period will not be shared or made public or used in any manner, except for providing relief to the students.
- He/she will submit a weekly report detailing number of students consulted and emotional well-being to the chairperson, Student Affairs. Cases requiring special attention must be brought to the notice of the Chairperson, Student Affairs.

Age : Above 30 years, as on the closing date of receipt of applications.

Group 'B' Positions (Through Direct Recruitment)

5. **Assistant Administrative Officer : 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. 85,084/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.

Essential :

Qualifications

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

Experience -

(i) A minimum of 08 years relevant experience in General / Academic Administration out of which at least 03 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 comparable monthly emoluments.

(ii) The candidates should have sound knowledge of government rules and regulations relating to general administration, Finance, 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.

6. Personal Assistant : 02 (UR-02) Level-06 Rs.35400-112400 + usual allowances. Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs. 64,485/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.

Essential :

Qualifications

Bachelor's Degree with atleast 55% marks and above from a recognized University/Institute. Candidates having Master's Degree and additional professional qualification would be given preference.

Experience

A minimum of 06 years relevant experience at appropriate level of having worked in an academic and/or research Institute/Central/State Govt. organization/Autonomous bodies. Applications should be able to do English typing accurately with good speed, should have sound knowledge of basic computer operations.(MS Office), internet etc. and should be excellent in oral and written communication in English. Knowledge of shorthand is preferred.

Job Responsibilities:

- (i) 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 – booking venues, arrange the necessary amenities and facilities, whenever required. In addition, any other relevant work may be assigned by the Competent Authority time to time. To assist the concerned officials of the general administration, purchase, personnel, placement and other institutional activities.
- (ii) The successful candidates shall be responsible for maintaining office records, keeping systems, deposits form, 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 etc.
- (iii) 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 35 years, as on the closing date of receipt of applications.

7. **Accountant : 01 (UR) Level-06 Rs. 35400-112400 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs. 64,485/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential

Qualifications

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

Or

M.Com./ MBA (Finance) degree with atleast 55% marks from any recognized University/Institution.

Experience

At least 06 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

Group ‘C’ Positions (Through Direct Recruitment)

8. **Junior Office Assistant** – 01 (UR-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.52,878/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential**Qualifications**

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

Experience

At least 05 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

MODE OF SELECTION:

1. For Group 'A' positions selection will be based on the Personal Interview.
2. For Group 'B' & 'C' positions selection will be based on the performance in Written Test, Skill Test and Personal Interview.

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

Written Test (MCQs type carrying one mark each).

The written (MCQ) test shall carry 60 marks and will consist of the following:

| <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 | 10 | 10 | 01 Hour |
| 2. | General English | 10 | 10 | |
| 3. | Quantitative Ability and Reasoning | 10 | 10 | |
| 4. | Profession related questions | 20 | 20 | |
| Total marks | | 50 | 50 | |

Skill Test

The written skill test shall carry 20 marks (30 minutes) and will consist of the following:

- (i) Computer proficiency in MS word, Excel, Power point, internet and email drafting etc;
- (ii) Noting, Drafting skills;
- (iii) Making proposals

Qualifying Marks in Written Test & Skill Test:

Candidates with at least 50% marks in written and skill test shall be called for personal interview.

Personal Interview

The personal Interview shall carry 30 marks.

Final selection criteria

The selection will be based on total marks obtained out of 100 in all three parts (written test, skill test and personal interview), in order of merit.

How to Apply:

(i) For Positions on Deputation Basis

Note:1: The departmental officer in the feeder grade who is in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(a) Period of deputation shall be for a period of 3 years.

It is requested that the **filled-in proforma at Annexure – 1**, from the eligible candidates should, along with the following complete documents, should be forward to this office latest by **November 29, 2024**.

- Application as in given Proforma at Annexure-I.
- No Objection Certificate
- Copy of ACRs/APARs of the preceding five years;
- Vigilance Clearance Report or Integrity Certificate.
- Minor/Major penalty for the last 10 years, if any.

(b) Application of only such officers who have at least four years service before their superannuation will be considered. Incomplete applications or not accompanied by the requisite supporting documents or received after the due date is over, will not be considered.

(c) The officers/officials who are in higher Grade Pay/Scale of Pay shall not be appointed to a post in lower Grade Pay/Scale of Pay on deputation in terms of DoPT, Govt. of India OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010. Hence, such officers/officials need not apply for deputation.

(d) The application should be sent in an envelope super-scribing the post applied for so as to reach the following **on or before November 29, 2024**.

**The Director,
Indian Institute of Management Sirmaur,
Dhaura Kuan, Distt. – Sirmaur,
Himachal Pradesh – 173031**

(ii) **For Positions on Direct Recruitment/ Contract**

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 **November 29, 2024, 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 applied/ appeared for the interview/ written test in response to earlier advertisements need NOT apply again, as their applications will not be considered.

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. 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.

8. 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.
9. 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.
10. 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.
11. No interim correspondence or personal enquiries shall be entertained by the Institute.
12. Institute reserves the right to seek any other certificate, including vigilance from the candidates already in service at any time during the process.
13. 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.
14. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
15. 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.
16. 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.
17. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.

18. Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.
19. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
20. 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.
21. Application submitted for a particular post is not transferable to any other post.
22. 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.
23. 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.
24. 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.
25. 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.
26. Candidates not found suitable for the post applied, may be considered for a lower position i.e. on contract or on regular basis.
27. Pay protection/ advance increments may be considered as per GoI norms.
28. The selected candidate may be posted in any of the sections / area of functioning as per Institute requirements.
29. The Institute reserves the right to increase or decrease the number of positions advertised.

30. No TA/DA will be paid for attending test/interview.
31. Legal disputes, if any, will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.
32. The Institute reserves the right to reject any application without assigning any reason whatsoever.
33. The Institute also reserves the right to extend the closing date for receipt of applications, results, etc.
34. All correspondence from the Institute, including an interview call letter, shall be sent to the e-mail ID provided by the candidate.
35. 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.
36. 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.
37. For clarification of any Technical issues faced by the candidates during submission of online application form, the applicants may contact at **careers@iimsirmaur.ac.in**.

Director
IIM Sirmaur

APPENDIX - I

Application for the post of on Deputation

| | | |
|----|---|--|
| 1. | Name and Address (in BLOCK LETTERS) | |
| 2. | Date of Birth | |
| 3. | Date of retirement under Central/State Government Rules | |
| 4. | Educational Qualification | |
| 5. | Whether Educational and other | |

| | | |
|-----|--|--|
| 9. | <p>Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others</p> | |
| 10. | <p>Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p> | |

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Application Form duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Place _____

Date _____

Countersigned

(Employer Seal)