

Recruitment Advertisement No. 03/2025

October 28, 2025

Requirement of Various Office Staff on Outsourced Basis, through Manpower outsourcing agency

Walk-In-Interview

Indian Institute of Management Sirmaur is set up by the Ministry of Education in 2015. The Institute is looking for suitable candidates to fill up the various vacancies purely through the **Manpower outsourcing agency** initially for one year, extendable for another one year or as per the requirements of the Institute.

Post	Assistant (Finance & Accounts)
No. of Post (s)	02 (Two)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Bachelor's or Master's Degree in Commerce, or a Master of Business Administration (Finance) with a minimum of 55% marks from a recognized University, and preferably pursuing ICWA.
Experience	Minimum two (02) years of relevant experience of Finance & Accounts Office, GST, TDS, Taxation, Tally, knowledge of computer, and MS Office, and any other software related to the profession.
Selection	Selection of candidates shall be based on their consistent academic record, relevant experience and performance in the personal interview.
Nature of Employment	Outsourced Manpower through Third Party
Job Responsibilities	• Assist in maintaining proper books of accounts, ledgers, and records as per prescribed accounting standards and Government of India norms. • Assist in the record of all financial transactions accurately in the accounting software (e.g., Tally, PFMS, or any other software). • Assist in ensuring timely posting of journal entries, receipts, payments, and adjustments. • Assist in preparing payment advice, cheques, and e-payment statements as required. • Assist in ensuring compliance with audit observations and timely submission of replies. • Support in the deduction, deposit, and filing of statutory dues such as TDS, GST, Professional Tax, etc. • Assist in the preparation and disbursement of monthly salaries, honorariums, and other employee-related payments. • Perform additional tasks as may be assigned based on the requirements.
Salary	As per the wage rate notified by the Ministry of Labour & Employment for the Highly Skilled category, the gross monthly remuneration is approximately Rs. 26,000/-.

Age Limit	Not exceeding 30 years as on the date of Walk-In-Interview
Post	Assistant (CMDP/ Placement/ Stores/Admission/Administration)
No. of Post (s)	03 (Three)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Bachelor's or Master's Degree in any discipline with a minimum of 55% marks from a recognized University.
Experience	Minimum two (02) years of relevant experience, in handling CMDP/ Placement/ Stores/Admission/Administration and related areas.
Selection	Selection of candidates shall be based on their consistent academic record, relevant experience and performance in the personal interview.
Nature of Employment	Outsourced Manpower through Third Party
Job Responsibilities	To assist the concerned officials of the CMDP/ Placement/ Stores/Admission/Administration and related areas/activities. The successful candidates shall be responsible for maintaining office records, keeping systems, maintaining of databases, files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary 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.
Salary	As per the wage rate notified by the Ministry of Labour & Employment for the Highly Skilled category, the gross monthly remuneration is approximately Rs. 26,000/-.
Age Limit	Not exceeding 30 years as on the date of Walk-In-Interview.

Post	Horticulture Assistant
No. of Post (s)	01 (One)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Bachelor's or Master's Degree in Horticulture/ Agriculture/ Forestry with a minimum of 55% marks from a recognized University.
Experience	Minimum two (02) years of relevant experience, knowledge of horticulture/ forestry.
Selection	Selection of candidates shall be based on their consistent academic record, relevant experience and performance in the personal interview.
Nature of Employment	Outsourced Manpower through Third Party
Job Responsibilities	- Assist in maintaining and developing the Institute's gardens, lawns, trees, and ornamental plants to ensure a clean and aesthetically pleasing campus environment. - Supervise daily horticultural operations including watering, pruning, weeding, planting, fertilizing, and pest control activities. - Support in raising saplings, maintaining nurseries, and managing seasonal plantations, including ornamental, shade, and avenue trees. - Ensure proper maintenance of landscaped zones, flowerbeds, potted plants, and indoor/outdoor greenery in administrative, academic, and residential areas. - Ensure proper irrigation schedules, upkeep of watering systems, and optimal use of water resources for plant maintenance. - Prepare floral arrangements, decorative plants, and event-specific landscaping for official functions, seminars, and ceremonies.

	• Maintain daily/ weekly reports on horticulture activities, plant survival rates, and condition of landscaped areas. • Perform additional tasks as may be assigned based on the requirements.
Salary	As per the wage rate notified by the Ministry of Labour & Employment for the Highly Skilled category, the gross monthly remuneration is approximately Rs. 26,000/-.
Age Limit	Not exceeding 30 years as on the date of Walk-In-Interview.
Post	Assistant (Information Technology)
No. of Post (s)	01 (One)
Duration	One year from date of joining, extendable for another one year based on the satisfactory performance and requirement of the Institute.
Essential Qualification	Bachelor's/ Master's Degree in Computer Science with at least 55% marks from a recognized University.
Experience	Minimum two (02) years of relevant experience with proficiency in IT software applications.
Selection	Selection of candidates shall be based on their consistent academic record, relevant experience and performance in the personal interview.
Nature of Employment	Outsourced Manpower through Third Party
Job Responsibilities	• Day to day maintenance of IT hardware infrastructure. • Installation of new IT hardware. • LAN/Wi-Fi Management. • Printer Management. • Installation of Software. • Patch management. • User support. • AV support for the classrooms, faculty, staff and academic activities. • Any other task assigned by the higher authorities of the institute.
Salary	As per the wage rate notified by the Ministry of Labour & Employment for the Highly Skilled category, the gross monthly remuneration is approximately Rs. 26,000/-.
Age Limit	Not exceeding 30 years as on the date of Walk-In-Interview.

Dates of Walk-In-Interview:

Sr. No.	Name of the post	Date & Reporting Time	Reporting place
1.	Assistant (Finance & Accounts)	13/Nov/2025 & 09:00 a.m.	Indian Institute of Management Sirmaur, Dhaula Kuan, Distt. Sirmaur, Himachal Pradesh – 173031
2.	Assistant (CMDP/ Placement/ Stores/Admission/Administration)		
3.	Horticulture Assistant	14/Nov/2025 & 09:00 a.m.	
4.	Assistant (Information Technology)		

NOTE: The candidates are advised to report at the venue as per the above-mentioned schedule.

No candidate shall be allowed to report after the reporting date and time.

General Instructions:

1. The candidate must be a citizen of India.
2. No candidate may be entertained if, he/ she reports after the above mentioned timing of the reporting.
3. There will be personal Interview to shortlist the suitable candidates.
4. Please note that the posts are purely temporary through the manpower outsourcing agency and appearance in the Walk-In-Interview (personal interview) and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIM Sirmaur.
5. The candidates who fulfil the above qualifications/ experience exact skill set as mentioned should report for Personal Interview at above venue. Please bring formal application in prescribed format (available on Page No. 05 & 06) along with latest Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and Self attested photocopies of certificates (academic & professional).
6. The candidates who do not fulfil the eligibility criteria shall be summarily rejected, and shall not be considered for further process.
7. The qualification prescribed should have been obtained from recognized Universities/ Institutions.
8. The number of vacancies indicated in the notification is tentative. IIM Sirmaur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIM Sirmaur also reserves the right NOT to fill any of the post advertised.
9. No correspondence whatsoever will be entertained from the candidates regarding the conduct and result of the interview and the reasons for not being called for the interview.
10. No TA/DA will be paid to the candidates for attending the personal interview.
11. In case of any dispute, decision of the Competent Authority of IIM Sirmaur, shall be final.

Sd/-
Administrative Officer
(Personnel/ General Administration)

<u>APPLICATION FORM</u>					Photograph	
1	Name of the Candidate (in capital letters)	First	Middle	Last		
2	Gender	Male ☐				
		Female ☐				
3	Applying for the post of					
4	Father's Name/ Husband's Name					
5	Mother's Name					
6	Date of Birth (DD/MMM/YYYY)		Age as on date of walk-in- interview			
7	Nationality					
8	Marital Status	Married ☐		Unmarried ☐		
9	Permanent Address		Correspondence Address			
10	Mobile No.		Email ID			
11	Present employment status	Organization Name		Designation		
12	Educational / Professional / Technical Qualifications starting with highest:					
	Examination Passed	Board / University / Institute	Duration of Degree / Diploma/ Training	Year of Passing	Division with % of marks	Subject Studied / Specialization

Details of employment starting with the most recent:								
	Org. / Deptt. / Institute	Designation / Post held	Temporary / Permanent / Contract	Period			Gross monthly emolument	Duties performed
				From	To	No. of years		
13								
14	Have you ever been convicted by any court of law or is there any criminal case/disciplinary action/ vigilance enquiry pending against you? If so, specify.							
15	Time required to join the post in the event of selection							
16	Whether any of your close relative (s) is/ are employed in IIM Sirmaur? If yes, give details							
17	Any other relevant information:							

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied for by me and all statements made and information furnished in this application is true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature of the Applicant

Date: