



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

Indian Institute of Management, Sirmaur

भारतीय प्रबंध संस्थान, सिरमौर

Dhaulta Kuan, Distt. Sirmaur, Himachal Pradesh – 173031

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

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

Recruitment Notification No: 02/2026, Dated: July 15, 2026

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 (Regular & On Contract Basis) through Direct Recruitment.

Sr. No.	Name of the Post	Pay Level (7 th CPC)	Pay Scale (7 th CPC)	No. of posts and Category
GROUP 'A' POSITIONS (DIRECT RECRUITMENT)				
1.	Superintending Engineer	Pay Level - 13	Rs. 123100 - 215900	UR - 01
2.	Chief Administrative Officer	Pay Level - 12	Rs. 78800 - 209200	UR - 01
3.	Finance Advisor and Chief Accounts Officer (FA & CAO)	Pay Level - 11	Rs. 67700 - 208700	UR - 01
4.	System Manager	Pay Level - 11	Rs. 67700 - 208700	UR - 01
5.	Administrative Officer	Pay Level - 10	Rs. 56100 - 177500	OBC - 01 UR - 01
GROUP 'B' POSITIONS (THROUGH DIRECT RECRUITMENT)				
6.	Hindi Officer	Pay Level - 08	Rs. 47600 - 151100	UR - 01
GROUP 'C' POSITIONS (THROUGH DIRECT RECRUITMENT)				
7.	Hindi Translator-cum-typist	Pay Level - 03	Rs. 21700 - 69100	UR - 01
ON CONTRACT POSITIONS				
8.	General Manager (Administration)	Consolidated Monthly Salary – Rs. 1,50,000/-		
9.	Chief Security Officer	Consolidated Monthly Salary – Rs. 95,000/-		
10.	Legal Officer	Consolidated Monthly Salary – Rs. 95,000/-		

GROUP 'A' POSITION (S) (DIRECT RECRUITMENT)

1. Name of the Post: Superintending Engineer

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 13, Pay Scale – Rs. 1,23,100 – 2,15,900
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Master's degree in Civil Engineering from a recognized university/ Institute with at least 55 % marks in the qualifying degree.
Experience	At least fifteen (15) years relevant work experience, out of which at least 05 years as Executive Engineer in the Pay Level - 12 as per 7 th CPC, or at least 13 years of regular clean service in Pay Level - 11 as per 7 th CPC at the level of Executive Engineer. Or A minimum of fifteen (15) years of relevant experience in a supervisory role or as the head of an project unit in Central/State Government organizations, Public Sector Undertakings (PSUs), Universities, Autonomous Bodies, Centrally Funded Institutions, Deemed Universities, or reputed private higher educational institutions of national importance.

	Applications are invited from experienced professionals in the private sector, particularly those employed with reputed organizations and multinational corporations (MNCs). Applicants should currently hold the position of Executive Engineer or an equivalent/comparable role with similar responsibilities and emoluments and should have experience in the execution and management of large-scale infrastructure and construction projects in organizations such as Larsen & Toubro, Tata Projects, Shapoorji Pallonji, or other peer institutions.
Job Responsibilities	(i) Overall supervision of the construction of the campus. (ii) Engaging with the Architect, PMC and other agencies relating to ideation, conceptualisation, planning, designing, engineering, construction, installation, commissioning, etc. (iii) Coordinating with the Architect, PMC and all state and central government departments. (iv) Assisting/ arranging to obtain all statutory clearances. (v) Monitoring the services rendered by the architect and PMC and other agencies either appointed by the institute directly or by the Architect or PMC. (vi) Overall supervision of maintenance of civil/electrical/HVAC works and estate matters. (vii) To prepare budget estimates and proposals for annual maintenance. (viii) To liaison with central government, Ministry of Education and HEFA and such other organizations/ banks relating to obtaining grants/ funds/ loans and all other related activities. (ix) To submit periodical status/ progress report to the higher authorities relating to the campus construction and maintenance, and the functioning/ performance of the Architect, PMC, and other agencies. (x) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 50 years.
Reporting	Superintending Engineer (SE) will report to the Director or any other official authorized by the Director.

2. Name of the Post: Chief Administrative Officer (CAO)

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 12, Pay Scale – Rs. 78,800 – 2,09,200
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Master's Degree in any discipline from a recognized University/Institute with at least 55% of marks. Candidate (s) with LLB shall be preferred.
Experience	A minimum of fifteen (15) years of relevant work experience, including at least 05 years at Pay Level - 11 or 10 years at Pay Level - 10 (7 th CPC) and above, in a supervisory capacity or as head of an administrative unit in Central/State Government Organizations, PSUs, Universities, Autonomous

	Bodies, Centrally Funded Institutions, Deemed Universities, or reputed private higher education institutes of national repute. Or Applications are invited from experienced private-sector professionals, especially those serving in reputed organizations and multinational corporations (MNCs). Applicants should presently be holding the position of General Manager (HR & Administration) or an equivalent/comparable role with comparable responsibilities and emoluments.
Job Responsibilities	(i) Work as a head of the General Administration and lead the team of officers and staff; (ii) To serve as the Secretary to the Board. (iii) To coordinate the academic and administrative activities including personnel, general administration, stores and purchase, contract services etc. (iv) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems; (v) 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; (vi) 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; (vii) Implementing the decisions of the Board of Governors, the Director, and the statutory committees. (viii) Monitoring administrative budgets and ensuring efficient utilization of resources in coordination with the finance function. (ix) To coordinate RTI related matters; (x) Experience in handling legal matters; (xi) Coordinating activities with faculty members and render necessary administrative support in the discharge of their academic duties and functions; (xii) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 50 years.
Reporting	Chief Administrative Officer (CAO) will report to the Director or any other official authorized by the Director.

3. Name of the Post: Finance Advisor & Chief Accounts Officer (FA&CAO)

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 11, Pay Scale – Rs. 67,700 – 2,08,700
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.

Essential Qualification	A Pass in the Final examination of CA/ ICWA/ CMA. Or Master of Business Administration (Finance)
Experience	A minimum of twelve (12) years of relevant work experience, including at least 05 years in the immediate lower Pay Level - 10 (7th CPC). The candidate must have served as Head of Finance & Accounts in Central/State Government Organizations, PSUs, Autonomous Bodies, Centrally Funded Institutions, or Private Higher Education Institutions of national repute. Demonstrated experience in finalization of accounts and preparation of balance sheets is essential. Prior exposure to dealing with CAG Auditors will be considered an added advantage. Or Applications are invited from experienced private-sector professionals, especially those serving in reputed organizations and multinational corporations (MNCs). Applicants should presently be holding the position of General Manager (Finance) or an equivalent/comparable role with comparable responsibilities and emoluments.
Job Responsibilities	(i) Develop and implement the institution's investment policy and investment strategy in accordance with applicable regulations and governance frameworks. (ii) Manage the investment portfolio to ensure optimal returns while maintaining liquidity, safety, and risk diversification. (iii) Conduct market research and economic analysis to identify suitable investment opportunities. (iv) Coordinate and maintain effective liaison with the Investment Committee and other committees of the Board of Governors on investment-related matters. (v) Evaluate and recommend investments in fixed-income securities, mutual funds, government securities, treasury instruments, and other approved financial products. (vi) Assess and manage investment risks, including market risk, credit risk, liquidity risk, and interest-rate risk. (vii) Ensure compliance with statutory provisions, government guidelines, and institutional investment policies. (viii) Prepare periodic portfolio performance reports and investment reviews for management and governing bodies. (ix) Maintain appropriate asset allocation to balance risk, return, and liquidity requirements. (x) Liaise with banks, financial institutions, fund managers, brokers, and investment advisors regarding investment transactions and market developments. (xi) Conduct due diligence and financial evaluation of investment instruments prior to deployment of funds. (xii) Monitor maturity profiles and reinvestment opportunities to maximize portfolio efficiency.

	(xiii) Ensure proper documentation, accounting, valuation, and reconciliation of all investment transactions. (xiv) Develop and strengthen internal controls, monitoring systems, and governance mechanisms relating to investment management. (xv) Review investment performance and recommend portfolio rebalancing whenever required. (xvi) Present investment proposals, risk assessments, and performance analyses to the Finance Committee, Board, or other competent authorities. (xvii) Maintain records and ensure timely reporting of investment income, capital gains, and related financial disclosures. (xviii) Coordinate with auditors and regulatory authorities on matters relating to investments and treasury operations. (xix) Identify opportunities for enhancing returns while preserving capital and maintaining compliance with institutional objectives and risk appetite. (xx) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 45 years.
Reporting	Finance Advisor & Chief Accounts Officer (FA& CAO) will report to the Director or any other official authorized by the Director.

4. Name of the Post: System Manager

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 11, Pay Scale – Rs. 67,700 – 2,08,700
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Bachelor of Engineering/ Bachelor of Technology/ Master of Computer Application in Computer Science/ Information Technology from a recognized University/Institute with at least 55% of marks.
Experience	A minimum of ten (10) years of relevant work experience, including at least 05 years in the immediate lower Pay Level - 10 (7th CPC). Candidates working in Central/State Government Organizations/ PSUs/ Universities/ Autonomous institutions/ Centrally Funded Institutions and having experience in ICT infrastructure and website management. Or Applications are invited from experienced private-sector professionals, especially those serving in reputed organizations and multinational corporations (MNCs). Applicants should presently be holding the position of General Manager (IT) or an equivalent/comparable role with comparable responsibilities and emoluments.
Job Responsibilities	(i) Manage and maintain servers, storage systems, and data centers. (ii) Ensure smooth functioning of campus-wide LAN, WAN, Wi-Fi, and internet connectivity. (iii) Manage user accounts, permissions, email services, and authentication systems.

	(iv) Handle backups, disaster recovery, and data restoration processes. (v) Monitor and prevent unauthorized access, cyber threats, and data breaches. (vi) Ensure compliance with government and institutional IT security policies. (vii) Supervise the institute website, portals, and cloud-hosted services. (viii) Ensure the availability and security of web applications and online admission systems. (ix) Provide technical support to faculty, staff, students, and administrative departments. (x) Resolve hardware, software, networking, and email-related issues. (xi) Prepare technical specifications for IT procurement. (xii) Evaluate quotations, oversee AMC contracts, and coordinate with service providers. (xiii) Ensure timely maintenance and replacement of IT assets. (xiv) Explore and implement new technologies such as cloud computing, AI tools, automation, and smart campus initiatives. (xv) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 45 years.
Reporting	System Manager will report to the Director or any other official authorized by the Director.

5. Name of the Post: Administrative Officer (AO)

No. of Posts & Category	UR – 01, OBC – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 10, Pay Scale – Rs. 56,100 – 1,77,500
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Master's Degree (First class) from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree in Management will be preferred.
Experience	A minimum of eight (08) years relevant work experience in General / Academic Administration, out of which at least 05 years experience in the pay Level - 08 and above of 7th CPC or equivalent, under the Central/ State Government Departments or Organizations/, Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute. Or Candidates currently working on a contractual basis in IITs, IIMs, or other Centrally Funded Technical Institutions (CFTIs), as well as those possessing equivalent experience and having drawn comparable emoluments for the preceding five (05) years in reputed corporate organizations/MNCs.

Job Responsibilities	<u>FOR AO (ACADEMICS)</u> (i) Coordinate and administer all activities related to academic programmes, including MBA, Executive MBA, Fellow/Ph.D., Executive Education, and other academic offerings. (ii) Ensure effective implementation of academic policies, regulations, and procedures approved by the Institute. (iii) Coordinate course offerings, class schedules, examinations, grading processes, and other academic activities in consultation with faculty and programme offices. (iv) Manage academic records, registration processes, course enrolments, attendance records, transcripts, and issuance of academic documents. (v) Address student queries and facilitate the resolution of academic and administrative matters. (vi) Provide administrative support to faculty members concerning course administration, academic committees, programme delivery, and academic events. (vii) Coordinate with programme chairs, area chairs, and faculty members for smooth conduct of academic activities. (viii) Coordinate examination schedules, assessment processes, result compilation, grade processing, and publication of results. (ix) Ensure confidentiality, integrity, and compliance in examination and evaluation processes. (x) Organize meetings of academic committees, including Programme Committees, Academic Council, Faculty Committees, and other statutory bodies. (xi) Assist in preparing reports and data required for institutional rankings, audits, and statutory compliance. (xii) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive. <u>FOR AO (PURCHASE)</u> (i) Process procurement of goods, services, works, equipment, consumables, furniture, software, and other requirements of the Institute. (ii) Ensure procurement activities are undertaken through appropriate procurement modes, including GeM, e-tendering, limited tender, open tender, single tender, rate contracts, and other approved methods as per applicable rules. (iii) Scrutinize indents and procurement proposals for completeness, budget availability, technical specifications, and compliance with applicable rules. (iv) Prepare and process tender documents, bid invitations, notices, corrigenda, bid evaluation reports, and purchase orders. (v) Coordinate activities relating to bid opening, technical evaluation, financial evaluation, negotiations (where permissible), and award of contracts. (vi) Ensure strict adherence to GFR, Government procurement manuals, GeM procedures, CVC guidelines, audit requirements, vigilance guidelines, and Institute regulations. (vii) Maintain transparency, fairness, competition, and accountability in procurement processes. (viii) Manage procurement through Government e-Marketplace (GeM) and other approved e-procurement platforms.
------------------------------------	--

	(ix) Act as Member Secretary/Coordinator of Purchase Committees, Tender Committees, Technical Evaluation Committees, and other procurement-related committees as assigned. (x) Prepare agenda notes, minutes, comparative statements, evaluation reports, and procurement recommendations for competent authorities. (xi) Maintain records of vendors, suppliers, service providers, and rate contracts. (xii) Address vendor-related issues, performance assessments, disputes, and contractual matters in consultation with competent authorities. (xiii) Maintain procurement records and documentation for audit, vigilance inspection, and statutory compliance. (xiv) Coordinate with Finance, Stores, Academic Departments, and other administrative units. (xv) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 45 years.
Reporting	Administrative Officer (AO) will report to the Chief Administrative Officer (CAO) or any other official authorized by the Director.

GROUP 'B' POSITION (S) (DIRECT RECRUITMENT)

6. Name of the Post: Hindi Officer

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 08, Pay Scale – Rs. 47,600 – 1,51,100
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Master's Degree with a 55% or above from a recognized university or equivalent in Hindi with English as a subject at degree level or Master's Degree from recognized University or equivalent in English with Hindi as a subject at degree level.
Experience	A minimum of six (06) years of relevant work experience in Central/State Government Departments, Government Bodies/Institutes, PSUs, Universities, CFTIs, or reputed private sector corporates. Or The candidates working On Contract in IITs, IIMs or other CFTIs or candidates with relevant experience, at a comparable level, experience and drawing monthly emoluments of Rs. 62,000/- and above from last 03 years.
Job Responsibilities	(i) Ensure compliance with the Official Language (OL) policy of the Government of India in all official communications and activities of the Institute. (ii) Promote the progressive use of Hindi in administrative and academic work. (iii) Translate official documents, circulars, office orders, reports, manuals, and other materials from English to Hindi and vice versa. (iv) Prepare and submit periodic reports (Quarterly, Annual, etc.) on the implementation of the OL policy to concerned authorities.

	(v) Maintain records related to the progressive use of Hindi in the Institute. (vi) Organize Hindi workshops, training programs, and seminars for officers and staff to encourage the use of Hindi in official work. (vii) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 35 years.
Reporting	Hindi Officer will report to the Chief Administrative Officer (CAO) or any other official authorized by the Director.

GROUP 'C' POSITION (S) (DIRECT RECRUITMENT)

7. Name of the Post: Hindi Translator-cum-typist

No. of Posts & Category	UR – 01
Pay Level & Pay Scale (7th CPC)	Pay Level – 03, Pay Scale – Rs. 21,700 – 69,100
Other allowances	Children Education Allowance (CEA), Leave Travel Concession (LTC), Medical Insurance, etc.
Essential Qualification	Bachelor's/ Master's Degree in Hindi with 50% and above from a recognized University/Institute. Candidates with MBA in Hindi language will be preferred.
Experience	A minimum of three (03) years of relevant work experience in Central/ State Government Departments, Government Bodies/ Institutes, PSUs, Universities, CFTIs, or reputed private sector corporates.
Job Responsibilities	(i) Translate official documents, circulars, office orders, reports, and correspondence from English to Hindi and vice versa. (ii) Ensure accuracy, clarity, and use of correct official terminology in translations. (iii) Type official letters, notes, reports, and documents in Hindi using Unicode or prescribed Hindi typing tools. (iv) Assist in drafting simple official communications in Hindi as required. (v) Support the implementation of the Official Language (OL) policy of the Government of India. (vi) Assist departments and offices in preparing bilingual documents and forms. (vii) Maintain records of translated documents and assist in preparing reports on the use of Hindi in the Institute. (viii) Provide clerical and administrative support related to Hindi work as assigned. (ix) Assist in organizing Hindi Fortnight/ Week and other promotional activities for encouraging Hindi usage. (x) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 30 years.

Reporting	Hindi Translator-cum-typist will report to the Hindi Officer or any other official authorized by the Director.
------------------	--

ON CONTRACT POSITIONS

8. Name of the Post: General Manager (Administration)

Salary & Other allowances	Rs. 1,50,000/- (Consolidated per month) with Medical Insurance.
Essential Qualification	Master's / Bachelor's Degree from a recognized University/ Institute with at least 55% of marks.
Experience	A minimum of fifteen (15) years of relevant work experience, including at least 05 years as Head of the Administration. Preference will be given to the candidates with experience with working in CFTI's. Or Persons retired from the Central Government or Autonomous Bodies at least at the level of PB-3 with Grade Pay of Rs. 7,600 or its equivalent, and possessing a minimum of 20 years of administrative experience, including at least 10 years as Head of Administration, with experience in managing and maintaining large residential campuses, shall be eligible for consideration.
Job Responsibilities	General Manager will be the head of the Administration of IIM Sirmaur. The selected candidate would lead the Administration to manage all of the Institute's Administrative work. He/ she would also be responsible, among other things, which are as follows; (i) To advise and prepare proposals for recruitment/appointment to various grades/levels/positions, both teaching and non-teaching, through direct recruitment and deputation/ promotion method, including short-term contract, in consonance with the Government of India's rules and regulations. (ii) To supervise routine administration works, drafting tenders. and overlooking the construction of permanent campus (including liaising with the Architect and Construction Company). (iii) To advise and help in preparing reservation roster for filling up various posts as per the Government of India's reservation guidelines; (iv) To draft notes/proposals for IIM's Board on various issues pertaining to the Institute; (v) To prepare draft notification for constitution of various Committees including its terms of reference; (vi) To prepare draft advertisements for filling up various Faculty & Non-Faculty positions, including draft offer letters of appointments; (vii) To prepare General Conditions of Service Regulations, Recruitment & Promotion Policy/Rules, Conduct & Disciplinary Rules, etc. for IIMS employees; (viii) To advise on procurement procedures and maintenance of office equipment, etc.; (ix) To advise and render necessary assistance for the implementation of the Official Language Policy of the Government of India; (x) To advise in administrative matters of general nature and oversee the recruitment and administrative processes;

	(xi) The Competent Authority may assign any other relevant duties from time to time. NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 50 years for candidates currently in service. In the case of retired persons, the maximum age should preferably be below 65 years.
Reporting	General Manager (Administration) will report to the Director or any other official authorized by the Director.

9. Name of the Post: Chief Security Officer

Salary & Other allowances	Rs. 95,000/- (Consolidated per month) with Medical Insurance.
Essential Qualification	Bachelor's/ Master's Degree in any discipline with 55% and above from a recognized University/Institute. Ex-serviceman those who are superannuated/retired at the level of Lt. Colonel or above will be preferred.
Experience	The minimum work experience requirement shall be ten (10) years in the case of Short Service Commissioned Officers and officers who have held the rank of Assistant Commandant in the CRPF, BSF, ITBP, or other Central Armed Police Forces. Preference will be given to candidates with experience in electronic surveillance systems and in managing the security of large residential campuses.
Job Responsibilities	(i) Plan, organize, supervise, and monitor all security operations of the Institute, including academic, administrative, residential, and other campus facilities. (ii) The candidate should have experience working in high-security zones. (iii) Supervise, deploy, and manage the security workforce, including outsourced security personnel, and ensure effective access control, patrolling, and surveillance across the campus. (iv) Handling of visitors, working of security cameras, CCTVs, enforcement of security rules/procedures, etc. (v) To conduct an investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities, etc. Hence, the candidate should also be conversant with Security Rules and procedures to deal with local authorities as and when required. (vi) The Officer should be well conversant in firefighting arrangements to combat fire in emergency. (vii) Oversee the operation and maintenance of electronic security systems, including CCTV surveillance, access control systems, boom barriers, visitor management systems, intrusion detection systems, and other security infrastructure. (viii) The candidate should be able to work round the clock (24 x 7) as and when required and attend in person to any security-related emergency at the Institute. (ix) The Competent Authority may assign any other relevant duties from time to time.

	NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 56 years for candidates currently in service. In the case of retired persons, the maximum age should preferably be below 65 years.
Reporting	Chief Security Officer will report to the Chief Administrative Officer (CAO) or any other official authorized by the Director.

10. Name of the Post: Legal Officer

Salary & Other allowances	Rs. 95,000/- (Consolidated per month) with Medical Insurance.
Essential Qualification	A professional Law Graduate with extensive experience in dealing with legal matters of any Government organization/ Government undertaking, etc., Service Matters, Labour Laws, Land Laws and Liaising with PSUs/Central/State Government Offices. Candidate should have hands-on experience of drafting and vetting the documents.
Experience	(i) A minimum of five (05) years in dealing with legal matters in the Government of India/PSU/ Companies and similar entities. (ii) The minimum required qualification is LLB. (iii) Candidate should have excellent command over English; proficiency in Hindi is preferred. (iv) Practicing advocates with a proven track record may also be considered for engagement on a retainer basis.
Job Responsibilities	(i) The incumbent is expected to develop and implement an effective legal compliance system for the Institute to prevent/ address violations of Civil laws/ Enactments relating to employee services and ability to handle matters in Courts and quasi-judicial bodies, and maintain consistency in internal policies, processes, etc. (ii) Collaborate with the respective Offices in Board matters and in statutory compliance related matters. (iii) Review the internal controls and ensure adherence to them. (iv) Provide support to IC, D&I Grievances Committee. (v) Ensure RTI related compliance and other statutes like RPWD Act, etc. are addressed duly. (vi) Incorporate amendments in the Service Rules and Regulations passed by BoG and update the Service Rules and Regulations from time to time. (vii) Liaising with external advocates and providing status updates to the senior management team about pending legal cases, if any (viii) Preparation of legal advice on a wide range of institutional issues, including the interpretation and application of regulations, rules, policies, and procedures. (ix) The Competent Authority may assign any other relevant duties from time to time.

	NOTE: The above duties/ job responsibilities are only indicative and not exhaustive.
Age	Preferably below 60 years.
Reporting	Legal Officer will report to the Chief Administrative Officer (CAO) or any other official authorized by the Director.

MODE OF SELECTION:

1. For Group 'A' & On Contract positions, selection will be based on the Personal Interviews.

In the event of receiving a large number of applications for Group 'A' and contractual positions, the Institute reserves the right to shortlist candidates for interview through a written test or by adopting any other criteria deemed appropriate.

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

The brief details of the pattern and syllabus for the 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 50 marks and will consist of the following:

Sr. No.	Subject	Total Questions	Total Marks	Duration of the Test
1.	General Knowledge & Current Affairs	10	10	01:30 Hours (90 Minutes)
2.	General English	10	10	
3.	Quantitative Ability and Reasoning	15	15	
4.	Profession-related questions	15	15	
Total Marks		50	50	

SKILL TEST:

The skill test shall carry 30 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

PERSONAL INTERVIEW:

The Personal Interview shall carry 20 marks.

FINAL SELECTION CRITERIA:

The selection will be based on the total marks obtained out of 100, divided into three components: Written Test carrying 50 marks, Skill Test carrying 30 marks & 20 marks for the Personal Interview. Candidates will be selected in order of merit.

FOR REGULAR & ON CONTRACT POSITIONS:

Candidates are required to apply online in the prescribed format along with all requisite documents on the Institute's website www.iimsirmaur.ac.in

Link for Non-Teaching Recruitment: <https://iimsirmaur.ac.in/non-teaching-recruitments-0>

Candidates (other than SC/ ST/ PWD/ Women candidates) are required to pay a non-refundable application processing fee of Rs. 1,200/- (Rupees One Thousand Two Hundred only) through the online payment gateway.

An online-generated application form with self-attested photocopies of the following documents must be mandatorily sent to:

THE RECRUITMENT CELL, INDIAN INSTITUTE OF MANAGEMENT SIRMAUR, DHAULA KUAN, DISTRICT SIRMAUR, HIMACHAL PRADESH – 173031, through Speed Post/Courier.

The following documents shall be enclosed in a sealed envelope;

- (i) Online Generated Application Form
- (ii) Proof of Fee Payment
- (iii) 10th Mark Sheet
- (iv) 12th Mark Sheet
- (v) Bachelor's Degree along with mark sheets (arranged year/ semester-wise)
- (vi) Master's Degree along with mark sheets (arranged year/ semester-wise)
- (vii) Work Experience certificates (arranged from latest to earliest), along with the last three salary slips of the current organization.
- (viii) Category Certificate (If Applicable)
- (ix) No Objection Certificate (If the candidate is working in Central/ State Government/ Public Sector Undertakings/ Autonomous organization)
- (x) Any other essential documents

The envelope should be superscribed as follows:

“APPLICATION FOR THE POST OF: _____ VIDE RECRUITMENT NOTIFICATION NO. 02/2026, DATED: JULY 15, 2026”

Applications that are not submitted in the prescribed format, are incomplete or unsupported by the required documents, or are received after the prescribed deadline shall be summarily rejected. No correspondence, including interim inquiries, will be entertained in this regard. The Institute shall not be responsible for postal delays or any other delays in the receipt of applications, and applications received after the closing date will not be considered under any circumstances.

IMPORTANT DATES:

Sr. No.	Details	Date and Time
1.	Date of Recruitment Notification	July 15, 2026
2.	Opening date for online application	July 15, 2026 @ 10:00 a.m.
3.	Closing date for submission of online application	August 14, 2026 @ 06:00 p.m.
4.	Closing Date for Receipt of Hard Copy of the Application	August 31, 2026 @ 08:00 p.m.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in the **Indian Institute of Management Sirmaur**, which is an Institute of National importance under the aegis of the Ministry of Education, Government of India.
3. All applicants must fulfil 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 to apply for the post. No enquiries asking for advice on eligibility will be entertained.
4. Candidates already working in Central Government/ State Government/ Public Sector Undertakings/ Autonomous organization etc. shall produce a '**No Objection Certificate (NOC)**' at the time of written test/ personal interview, as applicable.
5. The prescribed essential qualifications are the minimum. Mere fulfilment of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for a written test/ personal interview. 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. The 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 qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported by documents, and ensure that all details are complete and accurate.
8. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the valid experience for shortlisting the candidates for the written test/ personal interview.
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, and 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. Offer of appointment (s) 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 cancelled 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 that are not submitted in the prescribed format, lack the required supporting documents, or are otherwise incomplete will 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 the consequences, if any.
21. Application submitted for a particular post is not transferable to any other post.
22. Applications will be scrutinised 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 written test/ personal interview. The Institute may restrict the number of candidates to be called for the written test/ personal interview on the basis of higher norms than the minimum prescribed qualification and experience, or adopt measures to shortlist applications, such as holding a written test.
24. The dates and mode of written test/ personal 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 or any other Senior Official of the Institute authorized by the Director 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/ areas/ departments functioning as per the Institute's 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 the written test/ personal 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 email 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 the 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 the online application form, the applicants may contact at computer.center@iimsirmaur.ac.in/ [01704-277333](tel:01704-277333) or careers@iimsirmaur.ac.in/ [01704-277319](tel:01704-277319).

Sd/-
Director
Indian Institute of Management Sirmaur