



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

भारतीय प्रबंध संस्थान सिरमौर
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
RAMPUR GHAT ROAD, PAONTA SAHIB, DISTT. SIRMAUR, H.P- 173025

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)
(Under the aegis of Ministry of HRD, Govt. of India)

Advertisement for Non-teaching Positions
Recruitment Advertisement No.: 05/2017

Dated: 30/09/2017
No.: IIMS/Personnel/225/2017

Last date of online Application: November 03, 2017 (upto 11:59 p.m.)

Indian Institute of Management Sirmaur invites online applications from eligible Indian Nationals for the positions on Regular basis/Contract as per below:

Sr. No.	Name of the Post	Pay Band	No. of posts	Category
1.	Chief Administrative Officer (CAO) Regular	PB-3, Rs. 15600 – 39100+GP Rs. 7600	01	UR
	OR On Consolidated Salary (on contract) negotiable	-		
2.	Librarian	PB-3, Rs. 15600 – 39100+GP Rs. 7600	01	UR
3.	Finance Advisor & Chief Accounts Officer (FA & CAO)	PB-3, Rs. 15600 – 39100+GP Rs. 6600	01	UR
4.	Administrative Officer	PB-3, Rs. 15600 – 39100+GP Rs. 5400	01	UR
5.	Stores and Purchase Officer	PB-2, Rs. 9300 – 34800+GP Rs. 4200	01	UR
6.	Secretary to the Director	PB-2, Rs. 9300 – 34800+GP Rs. 4200	01	UR
7.	Sr. Library and Information Assistant (Documentation work)	PB-2, Rs. 9300 – 34800+GP Rs. 4200	01	UR
8.	Accountant	PB-2, Rs. 9300 – 34800+GP Rs. 4200	01	UR
9.	Office Assistant	PB-2, Rs. 9300 – 34800+GP Rs. 4200	02	UR (01 Post); OBC (01 Post)
10.	Personal Assistant	PB-2, Rs. 9300 – 34800+GP Rs. 4200	02	UR (01 Post); SC (01 Post)
11.	Attendant – Peon	PB-1, Rs. 5200 – 20200+GP Rs. 1800	01	UR

Note: Application forms can be submitted online on or before November 03, 2017 upto 11:59 p.m. A hard copy of online application form along with self-attested photocopies of certificates, and the copy of demand draft in original (amounting to Rs. 500/- in favour of Indian Institute of Management Sirmaur, payable at Paonta Sahib) should be sent on the below address through **Registered/Speed post only:**

Coordinator, Recruitment (Non-teaching)
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025

The applicants shall also be required to enter the details of demand draft while filling the online application form.

The details of each position are as under:

1. Chief Administrative Officer (CAO)

PB-3 (Rs.15600 – 39100) + Grade Pay –Rs.7600/-

Category: UR (01 Post) Regular or on Consolidated Salary (on contract) negotiable

Qualifications:

Post-Graduate Degree in any discipline with 1 year Diploma in Management/Public Administration with 60% marks throughout in preceding level of qualification.

or

2 years Masters in Business Administration (MBA) / 2 years Diploma in Management (PGDM) with 60% marks throughout in preceding level of qualification.

or

Chartered Accountant/Cost Accountant/Company Secretary with 60% marks throughout in preceding level of qualifications.

Experience:

Minimum 15 years of administrative experience of working as a head of Administration Department of Government of India / PSU / Autonomous establishment / Higher Education Institute. An additional qualification in law is desirable. Candidates with experience in Universities and Management Institutes of repute will be preferred.

Job Profile:

Chief Administrative Officer is expected to engage himself/herself in administration and finance & accounts related works of IIM Sirmaur. The CAO is required to lead a team of Officers in the Institute and guide them in their day to day activities and to coordinate and control the academic and administrative activities including personnel, general administration, security and hostel management, estate management, engineering & construction, stores & purchase, outsourced services etc. CAO will also act as the First Appellate Authority under the RTI Act, 2005. CAO will also be responsible for accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems. CAO will also act as Nodal Officer for MHRD in matters of Grievances, SC / ST / OBC, Parliament Questions etc. Further CAO may be assigned institutional responsibilities in accordance with Institute's needs. CAO shall be required to assist in organizing various committee and BoG meetings, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison

between Institute and outside authorities. He/she will also co-ordinate activities with faculty members and render necessary administrative support in discharge of their academic duties and functions. The position calls for a person with maturity and integrity and above all a rich experience in senior managerial positions. He/she must have a thorough knowledge of GFR, FR & SR and relevant Central Govt. rules and procedures. CAO will report to the Director of the Institute and will be accountable as per the duties and responsibilities assigned from time to time by the Competent Authority. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute. Knowledge and experience in ERP is desirable.

Institute reserves the right to offer appointment in the position on regular or contract basis depending upon performance and suitability.

Upper Age Limit: 55 years

2. Librarian

PB-3 (Rs.15600 – 39100) + Grade Pay –Rs.7600/-
Category: UR (01 Post)

Qualification:

Master's Degree in Library Science/Information Science with at least 60% marks throughout in preceding level of qualifications. Candidates having Doctoral Degree in Library Sciences will be preferred.

Experience:

Minimum Ten years professional experience in a library under Central or State Government /Autonomous or Statutory Organization/Public Sector Undertaking/University or recognized research or educational Institution, out of which 5 years as Deputy Librarian or equivalent in the grade pay of Rs. 6600, with evidence of innovative library service and organization of published work and ICT modernization of Library.

Preference will be given to the candidates who have been associated with the development of libraries in technical/management subjects and who have sound knowledge and practical experience of managing a state-of-art library in a highly automated, integrated and networked environment.

Job Profile:

To set up and manage the library of the Institute, organize electronic resources, software and assist the faculty and students to secure books, articles and other teaching and research materials. Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. The person shall be responsible for monitoring the financial regularization and maintenance of library accounts of the entire division, besides planning and implementing the administrative and budgetary functions of library and information services. The person shall be required to look after any other work associated with the functioning and improvement of the Institute's library systems and set ups. This position shall report to the Director of IIM Sirmaur. In addition, the person may be assigned any other job as deemed

appropriate in the interest of the Institute. Knowledge and experience in ERP is desirable.

Upper Age Limit: 50 years

3. Finance Advisor & Chief Accounts Officer (FA & CAO)

PB -3 (Rs. 15600 - 39100) + Grade Pay Rs.6600/-

Category: UR (01 Post)

Qualification:

CA/ICWA with 60% marks at preceding level of qualifications

or

2 years MBA (Finance)/PGDM (Finance) with 60% marks throughout in preceding level of qualification

Experience:

Minimum 10 years of professional experience with sound knowledge of Central Govt. rules relating to accounts/audit, service conditions, treasury and finance, with at least 5 years experience as Assistant Finance Officer in GP of Rs. 5400/- or equivalent. Applicants having experience of large educational institutions will have an advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. Knowledge and experience in ERP is desirable. A successful applicant is expected to independently manage the Finance and Accounts Office and advise the Director on managing funds. Good communication skills in English is essential.

Job Profile:

The job, among other things requires Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management. FA & CAO shall be responsible for preparation and presentation of Annual Budget, Estimates and Accounts of the Institute to the Finance Committee of the Board of Governors of the Institute. He/she shall also be responsible for regulation of the individual claims as per Central Government rules and orders. FA & CAO shall make and allow the payment of contractors as per G.F.R. and Central Government rules/orders and as per Institute norms.

FA & CAO shall act as Head of the Accounts Department, to advise other Heads of Departments, CAO, Dean and Director regarding financial matters, interpretation of various rules and regulations, managing short term and long term investments of the Institute, preparation of half-yearly accounts of the Institute, ensuring timely conduct of internal audit and responding to audit queries and ensuring timely depositing of the statutory dues. He/she may be assigned any other work associated with the finance and accounts of the Institute by the Competent Authority. FA & CAO shall be accountable for maintenance of the accounts of the Institute. In addition, the person may be assigned

any other job as deemed appropriate in the interest of the Institute. Knowledge and experience in ERP is desirable.

Upper Age Limit: 45 years

4. Administrative Officer

PB-3 (Rs. 15600- 39100) + Grade Pay Rs. 5400/-
Category: UR (01 Post)

Qualification:

Post Graduate Degree with 60% marks throughout in preceding level of qualifications. Candidates with Post Graduate Degree in Academic Administration/Management or a 2 years Post Graduate Diploma in Management (PGDM) recognised as equivalent to will be preferred.

Experience:

Minimum 5 years of post-qualification experience in Commercial Organization of national/international repute/University/Autonomous body/PSU/Govt. organization. Knowledge and experience in ERP is desirable. Good communication skills in English and good working knowledge of computer applications are essential

Job Profile:

To supervise the functions of Purchase, Stores, General Administration, Maintenance, Communication, Transport and other administrative areas as required.

To extend administrative support to Dean/s & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute, including preparation of class schedules, smooth conduct of classes & examinations, attendance, grades, award of certificates, medals, convocation etc. He/she shall manage both academic and administrative matters as and when required.

The person shall be expected to execute Academic Information System to incorporate functional modules such as Admissions, Class Scheduling, Courses Offered, Online content, Course Feedback, work flow for internal processes, intranet etc. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute. Knowledge and experience in ERP is desirable.

Upper Age Limit: 40 years

5. Stores and Purchase Officer

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post)

Qualification:

Graduate Degree in any discipline from a recognized University/Institute with minimum 55% marks. Candidates having additional qualification in management or administration will be preferred.

Experience:

Minimum 5 years' of experience in any Central/State Govt. organization/Academic institutions/Autonomous Bodies of repute.

Knowledge of GFR, Government e-procurement, Government e-Marketplace (GeM) and other purchase rules and regulations is essential. Knowledge of Computer operations and applications is mandatory. Knowledge and experience in ERP is desirable.

Job Profile:

Execution and monitoring of all regular purchases, inventory control, co-ordination with all user departments and suppliers, detailed knowledge of tendering process, negotiating best pricing deals, Continuous updating of user requirements, Stock control and maintenance of all stock ledgers. To manage the Purchase and stores functions of the Institute, maintain records of goods ordered and received, locate vendors of materials, equipment or supplies, prepare and process requisitions and purchase orders for supplies and equipment, control purchasing department budgets, review purchase order claims and contracts in-line with Institute policy, analyse market and delivery systems in order to assess present and future material availability. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute.

Upper Age Limit: 40 years

6. Secretary to the Director

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post)

Qualification:

Graduate Degree with 60% marks throughout in the preceding level of qualification from a recognized University/Institute with sound knowledge of Computer operations.

Experience:

Minimum 5 years experience of office work in a reputed organization/educational institutions/ corporate sector/autonomous bodies. Candidates having experience of IIMs/IITs/IISER will be preferred.

The incumbent should have command over spoken and written English along with drafting skills.

Job profile:

To perform secretarial and related functions for the Director's office and to assist her in day-to-day activities, screening phone calls and dealing with enquiries wherein appropriate. Organising and attending meetings, taking minutes and notes. Replying to

emails, fax and post wherever applicable, Booking travel arrangements and accommodation when necessary. Co-ordinating with offices/departments on behalf of Director's Secretariat, organising and maintaining office systems.

Reporting to the Director, the principal accountabilities of the successful incumbent will be to provide a professional and comprehensive administrative support service to the management team; and the development and maintenance of efficient administrative systems, including electronic and paper filing of all relevant documents. In addition, any other relevant work may be assigned by the Competent Authority from time to time.

Upper Age Limit: 40 years

7. Sr. Library and Information Assistant (Documentation work)

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post)

Qualification:

Master's Degree with 60% marks in the field of Library Science/Information Science/Documentation Science from a recognised University/Institution. Candidates with knowledge of computerised/digital library science will be preferred.

Experience:

The applicants should have minimum 5 years post qualification experience in the relevant areas preferably in any Central / State Govt. organization / Academic institutions / Autonomous Bodies.

Job profile:

To assist the Librarian in offering library services to faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all its users. In addition, upkeep of Library records and equipment, liaising with departmental academic staff, to assist in planning and implementing the administrative and budgetary functions of library and information services, external organizations and book suppliers. The candidate should have detailed knowledge of inventory controls and tendering processes. The candidate shall be responsible for continuous updating of user requirements and dealing with new vendors for competitive price advantage, stock control and maintenance of all stock ledgers. In addition, any other relevant work may be assigned by the Competent Authority from time to time.

Good communication skills in English and good knowledge of computer applications are essential.

Upper Age Limit: 40 years

8. Accountant

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post)

Qualification:

Master Degree in Commerce with 55% marks from any recognized University/Institution.

Experience:

Minimum 5 years experience of working in accounts department dealing with matters relating to Finance & Accounts e.g. maintenance of accounts, processing of bills, maintenance of Cash Book, handling of cash and other related matters. Candidates with relevant experience in Central/State Govt./Autonomous bodies will be preferred. Knowledge of computer operations, accounting applications and good communication skills in English are essential.

Job profile:

Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting etc. A successful applicant is expected to manage the Finance and Accounts office and advise Director on managing funds. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have thorough knowledge of updated Tally software. Any other relevant work may be assigned by the Competent Authority from time to time.

Upper Age Limit: 40 years

9. Office Assistant

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post); OBC (01 Post)

Essential:

Bachelor's Degree in any discipline with 55% marks. Candidates having Master's Degree and additional professional qualification would be given preference.

Experience:

Minimum 3 years of relevant experience of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies. Those having experience and knowledge of accounting procedures/stores and purchase/secretarial assistance/logistics etc. shall be given preference. Preference will also be given to the candidates having experience in coordinating various activities relating to conduction of educational programmes in any Institute of Higher Education.

Job profile:

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 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. Any other relevant work may be assigned by the Competent Authority from time to time.

Upper Age Limit: 35 years**10. Personal Assistant**

PB-2 (Rs.9300- 34800) + Grade Pay -Rs.4200/-
Category: UR (01 Post); SC (01 Post)

Essential:

Bachelor's Degree in any discipline with 55% marks. Candidates having Master's Degree and additional professional qualification would be given preference.

Experience:

Minimum 3 years of relevant experience of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies. Applicants 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

Job profile:

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 from time to time.

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 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. Any other relevant work may be assigned by the Competent Authority from time to time.

Upper age Limit: 35 years

11. Attendant – Peon

PB-1 (Rs.5200 – 20200) + Grade Pay -Rs.1800/-
Category: UR (01 Post);

Essential: Minimum Matriculation (10th Pass)

Desirable Experience:

Minimum 02 years relevant experience as Office Attendant / Peon /MTS in an office of a Central or State Government /Autonomous or Statutory Organization.

Age Limit: 35 Years

**Sd/-
Coordinator Recruitment
(Non-Teaching)**

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in Indian Institute of Management Sirmaur (IIMS), which is an Institute of national importance under Ministry of Human Resource Development, 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 for receipt of the applications. 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. If applying for more than one position, separate online application will be required to be filled-in by the candidates. The name of the post applied for should be clearly mentioned in **BOLD LETTERS** on the top of envelope.
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 interview/test.

6. Institute reserves the right to devise its shortlisting criteria for all positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should, therefore, mention in the online 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.
7. 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 interview.
8. 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, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.
9. No interim correspondence or personal enquiries shall be entertained by the Institute.
10. All allowances to Central Govt. employees stationed at Distt. Sirmaur, Himachal Pradesh will be applicable.
11. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organisation etc. should send their applications through proper channel. They shall also be required to furnish 'No Objection Certificate' at the time of interview, if applicable. Compliance with this clause is mandatory.
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. Crucial date for determining the age limit shall be the closing date for the receipt of applications. The age limit may be relaxed for candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules for which applicants have to attach the necessary certificates as prescribed by the Govt. of India.
14. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
15. All the above positions require 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 shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of interview and the appointment. 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.

17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of 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. The applicants are required to pay a non-refundable application fee of **Rs.500/-** (five hundred only) as processing charges. For payment of non-refundable Application Fee, the candidates are required to submit a Demand Draft drawn on any Nationalized/Scheduled bank in favour of "Indian Institute of Management Sirmaur, payable at Paonta Sahib". SC/ST/PWD/Women candidates are exempt from the application fee. The following details must also be filled up on back side of the Demand Draft (i) Candidate's Name (ii) Candidate's Category (iii) Advertisement No. (iv) Post applied for.
20. Applications not in prescribed format (ON-LINE) and/or not accompanied by required information/documents shall be liable to be rejected.
21. It will be a mandate for all the applicants to send the copy of system generated online Application form duly signed with self-attested copies of educational/experience/category and/or any other relevant documents along with all the original Mark sheets/Certificates/documents. The documents will be verified with original testimonials at the time of interview as shall be applicable. Interview will be only after the verification of documents.
22. Applications once made will not be allowed to be withdrawn and fees paid thereon will not be refunded.
23. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
24. Legal disputes if any will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.
25. The selection procedure for each level/group of position shall be as per the Govt. of India norms.
26. There shall be no interview for the positions advertised at Sr. no.-11 (Attendant-Peon).
27. The Institute reserves the right to reject any application without assigning any reason whatsoever.
28. The Institute also reserves the right to extend the closing date for receipt of applications.

- 29.** All correspondence from the Institute including interview call letter, shall be sent to the e-mail ID supplied by the candidate.
- 30.** 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.