

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2023/01

Date: 15th March 2023

Indian Institute of Management Raipur invites online applications for following posts:

Sl. No.	Post	Pay Level	Group	No. of post and category					Total
				UR	EWS	OBC	SC	ST	
1.	Head, Campus Infrastructure (On Contract)	Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700	A			1			1
2.	Sr. Administrative Officer (On Contract)	Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700	A	1					1
3.	Administrative Officer (On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	7	1	3			11
4.	Corporate Relations Officer (On Contract)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A				1		1
5.	Senior Engineer (Civil) (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B			1			1
6.	Senior Engineer (Electrical) (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	1					1
7.	Asstt. Administrative Officer (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	1	1	1	1		4
8.	Asstt. Systems Manager (ERP) (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	1					1
9.	Public Relations Officer (On Contract)	Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600	B	1					1
10.	Junior Administrative Officer (On Contract)	Consolidated emoluments at Level-6, Entry Pay: Rs. 35,400	B	6		2	1		9

Note : One post in Group A and Two posts in Group B reserved for Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions.

1. Head, Campus Infrastructure (On Contract): One Posts (1OBC)

Qualification: BE/ B.Tech. (Civil Engineering) from recognized University/ Institution with 55% Marks. Preference will be given to candidates with qualifications from top 250 institutions as per latest NIRF rankings.

Experience: At least 15 years' work experience in handling projects/ campus infrastructure in similar institutions.

Upper Age Limit: 55 years

Pay Scale: Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile: To assist the CAO (Chief Administrative Officer) in executing the infrastructure projects as part of the Campus expansion plan of the institute including planning and execution of Civil, Electrical and Communication Engineering Projects.

2. Sr Administrative Officer (On Contract): One Posts (1UR)

Qualification: PG Degree with minimum 60% from a UGC approved university.

Experience: Minimum 12 years post qualification experience in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

Upper Age Limit: 55 years

Pay Scale: Level-11, Entry Pay: Rs. 67,700

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile: Overall responsibility, supervision and monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To supervise Post Graduate Programmes including PGP, ePGP, FPM, EFPM (Doctoral Programmes); management of timetables of different Programmes and classrooms schedules; coordination with faculty including visiting /guest faculty; management of classroom; management of examinations and related activities; Liaison between faculty and administration.

3. Administrative Officer (On Contract): 11 Posts (7UR, 1EWS,3OBC)

Qualification: PG Degree with minimum 60% from a UGC approved university.

Experience: Minimum 8 years post qualification experience in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

Pay scale: Level – 10: Entry pay: Rs. 56,100

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 50 years

Job Profile: Overall responsibility, supervision and monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions office in their proper functioning. To coordinate with the Chairperson and the other departments for smooth functioning of the section. To organize events/ activities as per the department requirements.

4. Corporate Relations Officer (On Contract): One Post (1 SC)

Qualification: B.E/ B.Tech with minimum 60% from college/ university in the top 250 institutes as per latest NIRF rankings.

Experience: 15-years' experience in with working with Students in the area of test preparation or working with management associations.

Upper Age Limit: 50 years

Pay Scale: Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile: To assist the Placement Office to attract organizations for Summer Placements/ Final placements. To assist other departments like ELDC & Consulting for bringing in consulting projects/ MDPs from various organizations.

5. Senior Engineer (Civil) (On Contract): One Post (1OBC)

Qualification: B. Tech/ B.E. in Civil Engineering with minimum 60% from a recognized Institute or University or Board.

Experience: 8 years post-qualification experience in Planning, Execution and Civil Engineering works of autonomous / academic institutions / PSUs / larger construction companies and Estate Management, assist in projects proposals.

Pay scale: Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 45 years.

Job Profile: To assist the Head, Infrastructure in overall maintenance of the campus. Responsible for civil, and other maintenance of the campus; liaise with civil and other government agencies for ensuring all maintenance related support. Estimating, costing and measurement as per scheduled/nonscheduled rate of works.

6. Senior Engineer (Electrical) (On Contract): One Post (1UR)

Qualification: B. Tech/ B.E. in Electrical Engineering/ Electronics Engineering/ Instrumentation Engineering with minimum 60% from a recognized Institute or University or Board.

Experience: 8 years post-qualification experience in Planning, Execution and Electrical/ Instrumentation Engineering works of autonomous / academic institutions / PSUs / larger construction companies and Estate Management, assist in projects proposals.

Pay scale: Consolidated emoluments at Level-8, Entry Pay: Rs. 47,600

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 45 years.

Job Profile: To assist the Head, Infrastructure in overall maintenance of the campus. Responsible for electrical, and other maintenance of the campus; liaise with civil and other government agencies for ensuring all maintenance related support. Estimating, costing and measurement as per scheduled/nonscheduled rate of works.

7. Assistant Administrative Officer: 4 Posts (On Contract) (1UR, 1EWS, 1OBC, 1SC)

Qualification: PG Degree with minimum 60% from a UGC approved university.

Experience: Minimum 5 years post qualification experience in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

Pay scale: Level – 8: Entry pay: Rs. 47,600

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 45 years

Job Profile: Supervision and monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions office in their proper functioning. To coordinate with the Sr. AO/ AO and the other departments for smooth functioning of the section. To organize events/ activities as per the department requirements.

8. Assistant Systems Manager, ERP (On Contract): One Post (1-UR)

Qualification: BE (CS/IT)/ B.Tech. (CS/IT) or Electronics Engineering with specialization in Computers with minimum 65% marks or equivalent grade.

Desirable: ERP implementation experience

Experience: Minimum 5 years in managing ERP systems in large organizations. Candidates who have experience in IIM/IIT/IISER Central University/ Central/State Government concerns will be given priority.

Upper Age Limit: 40 Years

Pay Scale: Consolidated emolument at entry pay at Level 8. Entry Pay: Rs. 47,600

Contract Period: The period of the above-mentioned contractual employment should be initially for 3 years, which may be extended subject to the performance and institutional requirements.

Job Profile: To assist in the implementation of the institute wide ERP with the support of other departments. Responsible for the requirement gathering, testing, data management, training and troubleshooting of the software across the departments. Assisting in IT related tasks given from Chairman (IT)/System Manager.

9. Public Relations Officer (On Contract): One Post (1UR)

Qualification: Bachelor's Degree in Mass Media/ Marketing Management with 60% marks from a Recognized University. Master's Degree in Public Relations/ Mass Communication will be preferred.

Experience: Minimum of 5-years' experience in the relevant field. Preference will be given to candidates working with Top 50 ranked educational institutes as per latest NIRF Rankings.

Upper Age Limit: 35 Years

Pay Scale: Consolidated emolument at entry pay at Level 8, Entry Pay: Rs. 47,600

Contract Period: The period of the above-mentioned contractual employment should be initially for 3 years, which may be extended subject to the performance and institutional requirements.

Job Profile: To assist the Alumni & Media relations team to develop PR campaigns, prepare and distribute press releases, address inquires from Media and other parties and find innovative ways to present a positive image of the Institute.

10. Junior Administrative Officer (On Contract) : 9 Posts (6UR, 2OBC, 1SC)

Qualification: PG Degree with minimum 60% from a UGC approved university.

Experience: Minimum 3 years post qualification experience in an institute of national repute like IITs/ IIMs/ IISERs/ NITs or top 50 reputed management institutes as per the latest NIRF rankings.

Pay scale: Level – 6: Entry pay: Rs. 35,400

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Upper Age Limit: 40 years

Job Profile: Assisting in supervision/ monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like Placement Office, International Relations Office, Alumni Relations Office, MDP, Library & Admissions office in their proper functioning. To coordinate with the Sr. AO/ AO and the other departments for smooth functioning of the section. To organize events/ activities as per the department requirements.

Relaxation in Eligibility Criteria for Reserved Categories: -

1. Reservation policy of Govt. of India shall be applicable.
2. **Age** : Upper age limit is relaxable as per the standing instructions of Govt. of India for the following categories, **only if the post is reserved for these categories.** :-

Category	Age relaxation permissible beyond the upper age limit
Schedule Caste (SC) / Schedule Tribe (ST)	5 Years
Non-creamy layer Other Backward Class (NC-OBC)	3 Years
Person with Disability (PwD)	PwD + UR - 10 Years
	PwD + SC/ST - 15 Years
	PwD + NC-OBC - 13 Years

Degree of Disability for Reservation: Only such Physically Handicap candidates would be eligible for reservation in service/posts, **who have a minimum of 40% relevant disability.** Candidates applying against reserved posts are required to attach the attested copies of relevant certificates issued from the concerned competent Authority in the prescribed format of GoI.

3. SC/ST Candidates must enclose with application, the copy of the Caste Certificate in GoI prescribed format duly issued by the competent authority.
4. OBC (Non-creamy layer) candidates are required to submit a certificate in GoI prescribed format duly issued on or after 31.03.2022 by the competent authority to avoid delay in submission of applications. However, candidates shall be required to produce the updated NC-OBC Certificate issued on or after 31.03.2023 at the time of written test / interview.
5. The selection to the advertised posts will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.

For Govt. prescribed format of SC/ST/NC-OBC/EWS/PwD, please click here (**Formats**).

General Information/Conditions: -

Candidates should read carefully the requisite minimum essential qualifications & experience given in the advertisement before applying for the post.

1. **Application forms can be submitted only through online mode on or before 05th April 2023.**
2. **Candidates (other than SC / ST / PwD category/ Women) are required to remit a non-refundable application fee of Rs. 500/- (Rupees five hundred only) through online payment mode after submitting the application.** In case of non-receipt of fee, application will be summarily rejected.
3. The crucial date for determining the age and experience shall be the **closing date** for submission of online applications i.e. **05th April, 2023.**
4. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
5. Proficiency in both Hindi & English language is required for all the posts.
6. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
7. Candidates not found suitable for the position applied for, may be considered for a lower position.
8. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test / interview or/and for his/her selection.

9. The Institute will communicate only with short-listed candidates.
10. The number of vacancies indicated in the notification is tentative. Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, Institute also reserves the right NOT to fill any of the post advertised without assigning any reason.
11. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
12. Canvassing in any form will lead to disqualification.
13. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
14. Selected candidate will be required to join the duties within **one month**.
15. Outstation candidate called for written test / interview for the post will be paid travel allowance from the place of travel to Raipur and back by the shortest route through Demand Draft or NEFT on submission of valid to & fro tickets. Travel Allowance (TA) will be paid as per following norms:

Name of the Post	Travel Allowance
Head, Campus Infrastructure (On Contract)	AC II tier or class travelled whichever is lower
Sr. Administrative officer (On Contract)	
Administrative Officer (On Contract)	
Corporate Relations Officer (On Contract)	
Senior Engineer (Civil) (On Contract)	AC III tier or class travelled whichever is lower
Senior Engineer (Electrical) (On Contract)	
Assistant Administrative Officer (On Contract)	
Asstt. Systems Manager, ERP (On Contract)	
Public Relations Officer (On Contract)	
Junior Administrative Officer (On Contract)	

16. Local travel charges and daily allowance will not be reimbursed.
17. Candidates are required to bring call letter at the time of written test / interview along with the copies of the relevant certificates in original for verification.
18. Incomplete applications will be rejected summarily.
19. IIM Raipur follows the reservation policy as per the Government of India Rules.
20. Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.
21. One post in Group A and Two Posts in Group B is reserved for Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Govt. of India instructions. In case of non-availability of suitable PwD candidate, the position may be filled with other reserved / unreserved category candidates, if there are other sanctioned posts available in respective level, which may be filled up by PwD candidates in subsequent recruitment.
22. Ex-serviceman will be given age relaxation as per GoI Rules.
23. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
24. SC/ST/NC-OBC/PwD Candidates must submit the copy of the Caste Certificate / Disability Certificate with application in GoI prescribed format duly issued by the competent authority.

25. The selection to the advertised post will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.
26. The written test / skill test / interview will be held at IIM Raipur campus covering questions on technical knowledge, general aptitude and basic government procedures and service rules relevant to the post applied.
27. Candidates are required to visit the institute website regularly for any updates. Any corrigendum / addendum with respect to the advertisement will only be uploaded on the Institute website & will not be published in the newspaper.
28. The shortlisted candidates will receive the intimation of written test / skill test / interviews through email only. The candidates are advised to configure their email accounts so as not to miss the intimation regarding written test / skill test / interview.
29. **Candidates who are employees of Government/Semi-Government/Public Sector Undertakings / Autonomous Bodies of GoI must submit a No Objection Certificate from their employer / department along with the application.**
30. Candidates applying for more than one post should apply separately for each post along with the payment of requisite fee.
31. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
32. Candidates are advised not to wait for the last date to apply. Institute will not be liable to refund the fee in case of multiple payments for the same post due to any reason.
33. Any dispute with regard to the selection / recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
34. If any problem persists during online submission of application, please contact at 0771-2474651 or email at staffrecruitment@iimraipur.ac.in.

In Charge, Establishment Section