

**Non-Faculty Positions Advertisement in “Times Ascent, The Times of India”,
and “Dainik Jagran” dated 9th Oct. 2019**

Apply Online

Indian Institute of Management Jammu

Web Advertisement for Non-Faculty Positions

**1. Chief Administrative Officer (CAO) (on Regular/Deputation/Contract)–
One post - General**

Level – 12

Pay Scale: Rs. 78,800 - 2,09,200 Entry Pay: Rs. 78,800
(Old Pay Scale: PB-3 15600-39100 plus Grade Pay Rs. 7600)

Upper Age Limit: 55 years (for regular/deputation position).

Qualification:

Essential:

- 1 Post-graduate degree in any discipline with at least Second Class (55% marks) preferably with a post-graduate diploma in management from a reputed University/Institute or Engineering graduates with a post-graduate diploma in management.
- 2 Should be excellent in oral and written communication in English.
- 3 Should be proficient in man-management with excellent interpersonal skills.

Desirable:

Proficiency in computer operations (MS Windows & MS Office) and Internet.

Experience:

At least 15 years of post-qualification experience in heading administration of a government department or reputed Management Education Institute/University/ College/ Commercial organization of national/ international repute, out of which at least 10 years in the level of Senior Administrative Officer. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Chief Administrative Officer should be a dynamic, self-motivated professional to provide total administrative support for all the activities of the Institute. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. 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 with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services. He will be responsible for conducting the Board and Society meetings and follow-ups. *He/She must have a thorough knowledge of GeM portal, GFR 2017, FR&SR and relevant Central Government rules & procedures.* He/She will also act as the First Appellate Authority under the RTI Act, 2005.

Note:

Upper age criteria for Government Officials from CAG, Central/State Government, Defence Services/ PSUs/ IIMs/ IITs/ IISERS/ Government Universities/ institutions may be relaxed on deputation.

Retired senior officer from Central/ State Government, Defence Services/ PSUs/ IIMs /IITs/ IISERS/Government Universities, if selected, will get consolidated emolument as per Government of India Rules i.e. the last pay drawn minus pension plus other perks and benefits as per Government of India Rules. Initial appointment in such case will be for a period of 3 years on contract. The contract may be extended annually. However, the total service period cannot exceed five years.

2. Project Engineer cum Estate Officer (on Deputation/Contract) - General

Level – 12

Tenure: Initial appointment will be either on deputation/contract for a period of 3 years. The deputation/contract may be extended annually. However, the total service period cannot exceed five years.

Pay Scale: 7CPC - Level 12, Pay Scale: Rs. 78,800/ - 2,09,200/ (6CPC PB-3 Rs.15600-39100 plus Grade Pay Rs.7600/-) plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules.

For retired senior officer from Departments, Undertakings, and authorities under Government of India in Level-12 (PB-3) scale apply, his consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus other perks and benefits as per Government of India Rules.

Upper Age Limit: 55 years. However, upper age criteria for retired Government Officials from Departments, Undertakings, and authorities under Government of India will be relaxed

Qualification: B.E/B.Tech in Engineering (Civil) from a recognised University/Institute with 60% and consistently good academic record.

Experience:

Essential:

Minimum 15 years of experience in handling of construction projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.

Desirable:

Knowledge of handling computer

Job Profile:

- Handling projects of Campus Construction at IIM Jammu including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
- Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.

- To ensure completion of project within scope time, cost and resources and maintaining high quality standards.
- Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Jammu.
- To check the quantity of work, measured and checked by the construction agency.
- Responsible to protect the interest of IIM including property of the Campus.
- To submit budget, accounts and prescribed returns, etc. on time
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.
- Completely track the project performance specially to analyse the successful completion of its various stages as per project planning
- Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience
- Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning
- Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
- Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.
- Handle all estate related aspects in close coordination with the Administration.

3. Administrative Officer (Academics/Programs) – Two Posts (Deputation/Regular/Contract) - General

Pay Scale: Rs. 56,100 - 1,77,500 Entry Pay: Rs. 56,100
(Old Pay Scale: PB-3 Rs.15600-39100 Plus Grade Pay: Rs. 5,400)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-Graduate degree in any discipline (10+2+3+2) with at least second class (55% marks) **OR** Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.

Desirable:

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Learning Management System (LMS) will be an added advantage.

Experience:

Post-qualification experience of at least 8 years in administration / academic / admission/ Executive Education/MDP activities out of which 5 years in independently handling these functions preferably in a reputed Academic Institution/ University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred in the Grade Pay of Rs.4600/Rs.4800 is preferred.

Job Profile:

To look after all the administrative / academic / admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chairpersons of respective activities.

4. Secretary to Director: One Post (Deputation/Regular/Contract)

Level : 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400
(Old Pay Scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Desirable:

Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage.

Experience:

Post qualification secretarial experience of at least 5 years for Graduation in office work in a reputed organization/Govt. Strong written and verbal communications along with computer skills (MS Office) are essential. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Dealing with enquiries, appointments and planning Director's diary. Organizing and attending meetings; taking note of minutes. Replying the mails, travel arrangements and accommodation when necessary. Organizing and maintain Director's Office system. Any other related works of Director's Office assigned time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office.

5. Office Assistant: Two Posts (Deputation/Regular/Contract) – Gen-1, OBC-1

Level : 6

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400
(Old Pay Scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200)

Upper Age Limit: 40 years

Qualification:

Essential:

Post-graduate degree in any discipline (10+2+3+2) with minimum 55% Marks.

Desirable:

Post-Graduate Diploma in Management/MBA (10+2+3+2) from a reputed University / Institute is desirable. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage.

Experience:

Minimum 5 years of post-qualification relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Job Profile:

To assist the concerned officials of the general administration, purchase, personnel, hostel administration and other Institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary. Any other related works assignment time to time by the competent authority.

6. IT & Systems Assistant: One Post (Deputation/Regular/Contract) - General**Level – 6**

Pay Scale: Rs. 35,400 - 1,12,400 Entry Pay: Rs. 35,400

(Old Pay Scale: PB-2(Rs.9300/- - 34800/-) plus Grade Pay -Rs.4200)

Upper Age Limit: 40 years

Qualification: B.E/B.Tech in Computer Science/Information Technology or MCA with at least 60% marks or its equivalent grade and consistently good academic record.

Experience: Minimum of 5 years of experience of post-qualification in maintaining and supporting networks, hardware, software, Internet, e-mail systems, website and related services.

Job Profile: To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

7. Research Associate: Four (Stipend) (Gen-1, EWS-1, OBC-1, DAP-1)

Qualification: Master's degree preferably in Management with minimum 60% marks or its equivalent grade and consistently good academic record. Proficient in MS Office is must.

Upper Age Limit: 35 years

Experience: Minimum 3 years of relevant work experience. Research experience in institute of repute and universities will be preferred.

Job Profile: To assist the research and academic activities of the Institute.

Consolidated emoluments: Rs. 25,000 - 30,000 depending upon qualification and experience. The contract will be for a period of 11 months which may be extended further on the basis of performance and requirement.

8. IT & Systems Trainee: Two (Stipend) (Gen-1, ST-1)

Qualification: B.E/BTech in Computer Science/Information Technology or MCA with at least 60% marks or its equivalent grade and consistently good academic record.

Upper Age Limit: 30 years

Experience: 1-2 years of relevant work experience. Experience in web design/networking will be preferred.

Job Profile: The candidate should have experience of

- Web design and maintenance, graphics design including corelDraw.
- Networking, hardware, software, Internet, E-mail system, and related services.

Consolidated emoluments: Rs. 20,000-25,000 depending upon qualification and experience. The contract will be for a period of 11 months which may be extended further on the basis of performance and requirement.

9. Library Trainee: Two Post (Stipend) (Gen-1, SC-1)

Qualification: Master's Degree in library and Information Science with minimum 60% marks or its equivalent grade and consistently good academic record

Upper Age Limit: 30 years

Consolidated emoluments: Rs.20,000 - 25,000 depending upon qualification and experience. The contract will be for a period of one year which may be extended further on the basis of performance.

Experience: 1-2 years of relevant work experience. Experience in institute of repute and universities will be preferred.

Job Profile: To assist the Librarian in offering the library services to the Faculty and the students and documentation of library activities.

General Conditions for Regular Positions:

- Interested candidates may apply online latest by 29th October 2019 furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and paying an application fee of Rs. 500/- through online payment system (https://ecollect.jkbank.com/_DirectMerController?instid=E047&mercid=aa99e9a62daffe597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622) and provide transaction reference number. There is no application fee for SC/ST/DAP candidates. Application fee will not be refunded or readjusted under any circumstances. No other mode of payment will be accepted.
- Candidates applying for more than one post should fill in separate online applications furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and pay separate application fee.
- Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel and should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
- The Institute reserves the right to reject/accept any candidature without assigning any reason.

- In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.
 - Higher start in the pay scale may be considered in case of exceptionally deserving candidates.
 - Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
 - The candidate may be offered next lower position in case the candidate is found unsuitable for the position he/she applied for.
 - Candidate may also be considered to be appointed on contract for one /two years in consolidated salary. Contract may be extended based on performance and requirement of the Institute.
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- Cut-off date for determining the age may be kept first day of the month on which the advertisement for the positions is published in the Newspapers / Institute website. If a candidate is meeting all the requirements for a specific position, Director may relax the age requirement for the same.

General Conditions for Contractual Positions:

- Compensation would not be a constraint for deserving candidates for contractual position.
 - Compensation would be commensurate with relevant qualification and professional experience and is negotiable.
 - Consolidated salary of retired Government Official will be fixed based on last drawn salary minus pension plus all admissible benefits as per Government of India Rules.
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Other Conditions:

- Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview. Decision of the Institute to call the candidates for interview shall be final.
- Conditions related to qualification and experience may be relaxed in the case of deserving candidates.
- Higher start in the pay scale may be considered for exceptionally deserving candidates.
- Candidates who are shortlisted for final interview but do not merit appointment to the post applied may be considered for next lower post depending upon their suitability for the lower post.
- The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
- All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.
- Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
- No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for test / interview.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.

- In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
 - Preference will be given to DAP candidates if found suitable.
 - All outstation candidates called for test(s) / interview for the posts carrying Grade Pay of Rs.5400/ Level-10 and above will be paid shortest II-AC Class Railway Fare from the place of duty/residence to Jammu except local travel at origin place and Jammu on production of proof of travel.
 - For the posts carrying Grade Pay lower than Rs.5,400/Level-9 and below, outstation, SC/ST candidates called for test(s) and interview will be paid shortest Sleeper Class Railway Fare from the place of duty/residence to Jammu except local travel at origin place and Jammu Tawi on production of proof of travel.
 - Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for test/interview.
 - Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard. Age is determined as on the closing date for receipt of applications. Age relaxation will be given to SC/ST/NC-OBC/DAP/Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview, if called for.
 - Only **online application form** will be accepted. Hard copy of application form will not be accepted. Hard copy of application will be accepted from the candidates belonging to Jammu and Kashmir where Internet services are not functioning on the Government Orders and they can collect application form from IIM Jammu, Old University Campus, Canal Road Jammu. They need to attach Demand Draft of Rs. 500/ with application in favour of IIM Jammu, payable at Jammu.
 - Canvassing in any form will be a disqualification.
 - Only short-listed candidates will be contacted.
 - No correspondence will be entertained in relation to this advertisement.
 - For all positions, knowledge of computer applications is essential.
 - The Institute shall not be responsible for any postal delay
 - The Institute reserves the right to fill or not to fill any of or all the posts.
 - The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.
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- Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.

Mode of Selection:

- For posts in Level 10 and above, the selection will be made based on personal interviews.
- For posts in Level 6 and below, the selection will be made based on marks obtained in the prescribed qualification, Written Test and Skill Test.

How to Apply:

- Fill in the application form online by furnishing all required details and paying the application fee of Rs. 500 through online payment link below

<https://ecollect.jkbank.com/DirectMerController?instid=E047&mercid=aa99e9a62dafa597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622>

- Please address all queries regarding the application to nonfacultyrecruitment@iimj.ac.in / Phone No: 0191-2585837.

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