

Non-Faculty Positions Advertisement

in "Times Ascent, The Times of India" dated 23.09.2020, "Dainik Jagran" dated 28.09.2020, "Greater Kashmir" dated 23.09.2020 and "Daily Excelsior" dated 23.09.2020

Apply Online

Indian Institute of Management Jammu

Web Advertisement for Non-Faculty Positions

1. Administrative Officer (Academics/Programs): One Posts (OBC) (Regular/Contract)

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500 ; Entry Pay: Rs. 56,100 (7th CPC)

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 at Level-8/ Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be 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.

2. Administrative Officer (Administration & Public Relation): One Post (UR) (Regular/Contract)

Level – 10

Pay Scale: Rs. 56,100 - 1,77,500 ; Entry Pay: Rs. 56,100 (7th CPC)

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 Public Relations or Journalism or Mass Communication (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 public relations, journalism, mass communication, media management and relations (online, broadcast and print), background in researching, writing and editing publications out of which 5 years in independently handling these functions at Level-8/ Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

- Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public
- Develop PR campaigns and media relations strategies
- Preparing press releases, keynote speeches and promotional material and publications (brochures, videos, social media posts etc.)
- Building positive relationships with stakeholders, media and the public
- Have a creative mind and excellent written and communication skills.
- Confident in public speaking and project management abilities
- Track media coverage, prepare and submit PR reports
- Excellent organizational skills and problem-solving aptitude
- Ability to work well under pressure

**3. Assistant Administrative Officer (Hindi Language & Administration):
One Post (UR) (Regular/Contract)****Level-8**

Pay Scale: Rs. 47,600 - 1,51,100 ; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:*Essential:*

Post-Graduate degree in Hindi with English as a compulsory subject or elective subject or as the medium of examination at a degree level with at least second class (55% marks)

OR

Post-Graduate degree in any subject other than Hindi or English, with Hindi and English as a compulsory subject or elective subjects or either of two as the medium of examination and the other as a compulsory subject or elective subject at a degree level with at least second class (55% marks)

Desirable:

1. Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.
2. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office.
3. Should be excellent in oral and written communication in English and Hindi.
4. Should have good knowledge of translation from English to Hindi.
5. Should be proficient in man-management with excellent interpersonal skills.

Experience:

Post-qualification experience of at least 7 years in Administration, out of which 4 years in independently handling these functions preferably at Level-6 (7th CPC). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Qualification in Hindi translation would be added advantage. Should be well conversant with the Government of India instructions in the matter of Hindi as official language in PSU/Central Govt Offices.

Job Profile:

Assistant Administrative Officer should be a dynamic, self-motivated professional to provide administrative support for all the activities of the Institute to the Chief Administrative Officer. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Assistant Administrative Officer is required to do 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.

4. Assistant System Manager: One Post (OBC) (Regular/Contract)**Level-8**

Pay Scale: Rs. 47,600 - 1,51,100 ; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

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

Experience: Minimum of 7 years of experience of post-qualification in in Large Scale Networking and Security Services Management, hardware, software, Internet, e-mail systems, website, video conference, web conference and related services. Ability to handle network equipment like routers, switches, firewall etc. on CLI mode is essential. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Network Certifications like CCNA, WCNA, CompTIA etc. or equivalent will be an extra plus.

Job Profile: To assist in management of IT services/Computer Services, covering networking, hardware maintenance, web/portal, intranet services besides application development aspects for workflows / ERP systems. Assists the Systems Manager in maintaining all IT systems and equipment, maintaining hardware, cabling systems, networks, software, campus wi-fi and other technical issues. Provides users basic training support in use of common PC software. Installing equipment and configuring the network, troubleshooting and solving network related issue, improve the resilience of existing setup. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Jammu.

5. Assistant Librarian: One Post (General) (Regular/Contract)**Level-8**

Pay Scale: Rs. 47,600 - 1,51,100 ; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:*Essential:*

Master's Degree in Library Science/Information Science/ Documentation with at least 60% marks or its equivalent grade and consistently good academic record.

Desirable:

M.Phil/Ph.D degree in Library Science/Information Science/ Documentation/ Archives.

Experience:

Minimum 7 years of relevant experience post-qualification in the library department of a reputed Institute/University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

To assist the Librarian in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipments. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office

6. Secretary to Director: One Post (UR) (Regular/Contract)**Level-8**

Pay Scale: Rs. 47,600 - 1,51,100 ; Entry Pay: Rs. 47,600 (7th CPC)

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 Office Management Software will be an added advantage.

Experience:

Post qualification secretarial experience of at least 7 years in office work in Govt organisations / Institutions / Reputed private organisations. 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.

7. Web Designer: One Post (UR) (Regular/Contract)

Level-8

Pay Scale: Rs. 47,600 - 1,51,100 ; Entry Pay: Rs. 47,600 (7th CPC)

Upper Age Limit: 40 years

Qualification:

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

Or

Bachelor of Design (B. Des) or equivalent from Recognized University with at least 60% marks or its equivalent grade and consistently good academic record.

Experience:

Minimum of 7 years of experience of post-qualification in CorelDraw, Adobe Creative Suite (Illustrator, Photoshop and After Effects). Knowledge of website hosting, web domains, WCMS and web programming tools like html, php, java scripts etc. Understanding of cross-browser compatibility issues. Experience with other creative software, Drawing/illustration skills, photograph, motion-graphics skills would be an extra plus. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Job Profile:

Creation of design assets (Images/videos) for IIM Jammu web applications. Designing and Testing of entire website features from UX/UI perspective and escalation of any issues/suggestions for improvements. Conceptualize and execute digital / physical marketing collaterals such as banners, emailers, gifs, videos etc. based on requirements. Provide design assets to IT team for implementation planning and information architecture for website. Maintain aesthetics and responsiveness of the website on all screen size. Design visual imagery for website and ensuring that they are in line with branding of IIMJ.

8. Sr. Library & Information Assistant: One Post (UR) (Regular/Contract)

Level: 6

Pay Scale: Rs. 35,400 - 1,12,400 ; Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 40 years

Qualification:

Master's Degree (10+2+3+2) in Library Science with minimum 60% Marks.

Experience:

Minimum 5 years of post-qualification experience in the library department of a reputed Institute/University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working on library software system is essential.

Job Profile:

To assist the Librarian in offering the library services to the Faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. To upkeep Library records and equipments. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

9. Junior Engineer (Civil): One Post (UR) (Regular / Contract)

Level – 6

Pay Scale: Rs. 35,400 - 1,12,400 ; Entry Pay: Rs. 35,400 (7th CPC)

Upper Age Limit: 40 years

Qualification & Experience:

Bachelor's Degree in civil engineering with 5 years relevant post-qualification experience. Experience in reputed organization/Govt. department/PSU will be preferred.

Job Profile:

- Identifying the scope of work as per the 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. Responsible for all matters connected with the efficient management of the Section.
- To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them.
- To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
- To maintain master rolls, record of work charge establishments and imprest cash accounts properly.
- He will be responsible for keeping account of the measurement books issued to them To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
- To preserve and take care of tools and plants, stock and other sources kept in his charge.
- To submit budget, accounts and prescribed returns, etc. in time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To prepare initial designs for components of projects.
- 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.

10. Upper Divisional Clerk (UDC): Two Posts (UR) (Regular/Contract)

Level: 4

Pay Scale: Rs. 25,500 - 81,100 ; Entry Pay: Rs. 25,500 (7th CPC)

Upper Age Limit: 35 years.

Qualification:

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

Experience:

Minimum 5 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile :

- Record keeping – filing, documentation, entries of departmental incoming / outgoing documents, indexing.

- Drafting/ Typing MoMs / letters / documents as directed by the Supervisory Officer / HoD
- Handling routine documents / registers
- Preparation of IOC for various approvals and processing monthly bills, rents, claims, reimbursements and advance settlement (if any).
- Statutory compliances (if any)
- Draft communications in accordance with the decision on the file.
- Maintenance of departmental Expenditure control register.
- Service Book and Leave management.
- Preparing and processing of vouchers, credit & debit entries, accounts ledgers, Statements, etc.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time

11. Lower Divisional Clerk (LDC): Three Posts (UR) (Regular/Contract)

Level: 2

Pay Scale: Rs. 19,900 – 63,200 ; Entry Pay: Rs. 19,900 (7th CPC)

Upper Age Limit: 35 years.

Qualification:

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

Experience:

Minimum 3 years of relevant post-qualification experience in office work. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with Office Management Software will be an added advantage.

Job Profile

- Central Dak receipt, maintenance of dispatch diary and dispatch work with maintenance of stamp account.
- Keeping note of movement of files passed by HO & Scrutiny of dak received and allotment of letters to different sections with approval of HO.
- Typing of letters assigned by the department Officer.
- Submission of routine and simple drafts.
- Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
- Liaison for appointments, meetings and other engagements
- Duties in respect of recording, indexing, periodical weeding of unwanted papers.
- Preparation, up-keep and maintenance of relevant department registers.
- Any other work assigned by the supervisory officers of the concerned section and Administrative Officer from time to time

General Conditions:

- Interested candidates may apply online latest by 19th October 2020 furnishing full particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees and paying an application fee of Rs. 590/- through online payment system available at (<https://ecollect.jkbank.com/DirectMerController?instid=E047&mercid=aa99e9a62daffe597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622>), provide transaction reference number and upload payment receipt. 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.

- Only **online application form** will be accepted. Hard copy of application form will not 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/ written/ skills test, 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 / written/ skills test or/and for his/her selection.
 - 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.
 - 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 as the first day of the month on which the advertisement for the positions is published in the Newspapers / Institute website.
 - In case of candidate claiming equivalence to a particular qualification criterion, the Equivalency Certificate or documents proving the equivalence shall be provided by the candidate, failing in which the candidature is liable to be cancelled.

Other Conditions:

- Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview/ written/ skills test. Decision of the Institute to call the candidates for interview/ written/ skills test shall be final.
- Higher start in the pay scale may be considered for exceptionally deserving candidates.
- 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/ written/ skills test, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview/ written/ skills test.
- 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/ written/ skills test and reasons for not being called for interview/ written/ skills test.
- 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 interview for the posts of Level-10 and above will be paid II-AC Class Railway Fare from the present/ mailing address to place of interview by the shortest route on production of proof of travel. However, no reimbursement will be made for local travel

at place of origin and at Jammu .

- For the posts of Level-9 and below, outstation candidates called for test(s) and interview will be paid Sleeper Class Railway Fare from the mailing address to the place of test / interview except by the shortest route. However, no reimbursement will be made for local travel at place of origin and at Jammu .
 - 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 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/ written/ skills test, if called for.
 - 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:

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- For posts of Level 8 & 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. 590/- 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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