

**Non-Faculty Positions Advertisement in “Times Ascent, The Times of India”  
date 26<sup>th</sup> June 2019 and “Dainik Jagran” dated 26<sup>th</sup> June 2019**

Indian Institute of Management Jammu

## Web Advertisement for Non-Faculty Positions

1. Systems Manager: One Post (Deputation/Regular/Contract) - General

**Level – 11**

**Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700**

(Old Pay scale: PB-3 - 15600-39100 Plus Grade Pay Rs. 6600/-)

**Upper age limit:** 50 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 8 years of experience of post-qualification in maintaining and supporting large scale 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.

2. Placement Officer: One Post (Deputation/Regular/Contract) - General

**Level – 11**

**Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700**

(Old Pay scale: PB-3 - 15600-39100 Plus Grade Pay Rs. 6600/-)

**Upper Age Limit:** 50 years.

**Qualification:** Post-Graduate degree in any discipline (10+2+3+2) with minimum 55% marks **OR** Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute with minimum 60% marks or its equivalent grade and consistently good academic record. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is a must.

**Experience:** with relevant post-qualification experience of 8 years in placement and career development out of which minimum 5 years' experience in supervisory and executive functions.

**Job Profile:** Interaction with company executives for Summer Internship and Final Placement. Company visit and arrangement of Corporate Talk for students.

3. Administrative Officer (Academics) – One Post (Deputation/Regular/Contract) – General

**Level: 10**

**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 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. Administrative Officer (Programs) – One Post (Deputation/Regular/Contract) - General

**Level: 10**

**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 minimum 55% marks **OR** Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute with minimum 60% marks or its equivalent grade and consistently good academic record. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office is a must.

*Desirable:*

Experience of working with Learning Management System (LMS) will be an added advantage.

**Experience:**

Post-qualification experience of at least 8 years in Academic Administration/ Admission Activities/Executive Education/MDP, 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.

5. Administrative Officer (Administration) – One Post  
(Deputation/Regular/Contract) - General

**Level: 10**

**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:*

1. Post-Graduate degree in any discipline (10+2+3+2) with minimum 55% marks **OR** Post-Graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute with minimum 60% marks or its equivalent grade and consistently good academic record.

*Desirable:*

1. Proficiency in computer operations like Excel, Data Management, MS Windows & MS Office.
2. Should be excellent in oral and written communication in English.
3. Should be proficient in man-management with excellent interpersonal skills.

**Experience:**

Post-qualification experience of at least 8 years in Administration, 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:**

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 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.

*He/she must have a thorough knowledge of GeM portal, GFR 2017, FR&SR and relevant Central Government rules & procedures.*

6. 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.

7. Sr. Library & Information Assistant: 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:**

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.

**8. 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.

**9. 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/BTech 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.

10. 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.

11. 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.

12. 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:**

1. Interested candidates may apply online latest by 12th July 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=aa99e9a62d4fe597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622>) 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.
2. 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.
3. Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel.
4. The Institute reserves the right to reject/accept any candidature without assigning any reason.
5. In addition to the basic pay, incumbents are also being eligible for allowances as admissible to Central Government Employees.
6. Higher start in the pay scale may be considered in case of exceptionally deserving candidates.
7. 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.
8. The candidate may be offered next lower position in case the candidate is found unsuitable for the position he/she applied for.
9. Candidate may also be considered to be appointed on contract for three years in consolidated salary.
10. 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:**

1. Compensation would not be a constraint for deserving candidates for contractual position.
2. Compensation would be commensurate with relevant qualification and professional experience and is negotiable.
3. 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.
4. Positions are on contractual basis for a fixed duration of a maximum of 2 years initially on a consolidated salary extendable for another 3 more years based on performance.

**Other Conditions:**

1. 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.
2. Conditions related to qualification and experience may be relaxed in the case of deserving candidates.
3. Higher start in the pay scale may be considered for exceptionally deserving candidates.
4. 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.
5. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
6. 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.
7. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
8. 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.
9. 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.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
11. Preference will be given to DAP candidates if found suitable.
12. All outstation candidates called for test(s) / interview for the posts carrying Grade Pay of Rs.5400 and above will be paid shortest II-AC Class Railway Fare from the place of duty/residence to Gaya except local travel at origin place and Jammu on production of proof of travel.
13. For the posts carrying Grade Pay lower than Rs. 5,400, 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 Gaya except local travel at origin place and Trichy city on production of proof of travel.
14. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for test/interview.
15. 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.
16. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
17. 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.
18. Only online application form will be accepted. Hard copy of application for will not be accepted.
19. Canvassing in any form will be a disqualification.



20. Only short-listed candidates will be contacted.
21. No correspondence will be entertained in relation to this advertisement.
22. For all positions, knowledge of computer applications is essential.
23. The Institute shall not be responsible for any postal delay
24. The Institute reserves the right to fill or not to fill any of or all the posts.
25. The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.
26. 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:**

1. For posts in Level 10 and above, the selection will be made based on personal interviews.
2. 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:**

1. Fill in the application form online by furnishing all required details and paying the application fee of Rs 500 through online payment system  
([https://ecollect.jkbank.com/\\_DirectMerController?instid=E047&mercid=aa99e9a62dafa597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622](https://ecollect.jkbank.com/_DirectMerController?instid=E047&mercid=aa99e9a62dafa597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622))
2. Please address all queries regarding the application to nonfacultyrecruitment@iimj.ac.in / Phone No: 0191-2585837.

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