

**Non-Faculty Positions Advertisement in “Times Ascent, The Times of India”
dated 04.03.2020, and “Dainik Jagran” dated 09.03.2020**

Apply Online

Indian Institute of Management Jammu

Web Advertisement for Non-Faculty Positions

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

Level – 11

Pay Scale: Rs. 67,700 - 2,08,700 Entry Pay: Rs. 67,700 (7th CPC)

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. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

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. Creation and implementation of IT policies across the institute in consultation with other stake-holders.

**2. Administrative Officer (Academics/Programs): Two Posts (General-1, OBC-1)
(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.

3. Administrative Officer (Administration): One Post (General) (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:

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

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

4. Administrative Officer (Public Relation & Administration): One Post (General) (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

**5. Assistant Administrative Officer (Hindi Language & Administration):
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:*

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 English with Hindi 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 Medium and 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 English Medium and Hindi 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.

6. Assistant Account Officer: 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:

Chartered Accountant/ Cost Accountant **OR** M. Com preferably with minimum 55% 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:

Chartered Accountant/Cost Accountant with minimum of 4 years' relevant experience or M. Com with minimum of 7 years of relevant experience in Central / State Government Departments / Academic / Research Institutions / other reputed institutes/Industry. The candidates should have experience of dealing with Central Government rules relating to Accounts / Audit / Budget etc. The candidates should also have thorough knowledge of Government financial rules i.e. GFR 2017, FR & SR and relevant Central Government rules & procedures. Knowledge of computer operations and computerized accounting system is essential. Knowledge of GST/TDS tax compliances, filling of TDS/GST returns is must.

Job Profile:

To assist the FA & CAO in managing the Institute's accounting, auditing, budgeting, financial and other related activities. Should guide the staff members in the Accounts Department in matters relating to Accounting procedures, Budget and Control systems, computerized accounting system etc. GST/TDS tax compliances such as input tax credit under GST, Reverse charge mechanism, TDS/GST compliance in case for foreign remittance, filling of Statutory returns TDS/GST/Income Tax, working knowledge of various modules in PFMS. Responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates and tax compliances.

7. 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 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 and related services. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.**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 and other technical issues. Provides users basic training support in use of common PC software. Follow directives of management to ensure adherence to all the IT policies by all the IT users of IIM Jammu.**8. Web Designer: 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:**

B.E/B.Tech in Computer Science/Information Technology or MCA or PGDCA 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). 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.

9. Store & Purchase Officer: One Post (General) (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:

Essential:

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

Desirable:

Degree or diploma in Logistics / Materials Management will have added advantage.

Experience:

Minimum 5 years of post-qualification relevant experience in the purchase department dealing with contracting and tender in a reputed organization/PSU/Central/State Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, Government e-procurement, CPP Portal (Central Public Procurement Portal), 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 prepare minutes, comparative sheets etc. in tendering process (Tenders , Request for Proposal / Quotation etc.) 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, analyze market and delivery systems in order to assess present and future material availability. Working knowledge of maintaining statutory records related to Store & Purchase. In addition, the person may be assigned any other job as deemed appropriate in the interest of the Institute.

10. Accountant: Two Posts (General-1, OBC-1) (Regular/Contract)

Level - 6

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

Upper Age Limit: 35 years

Qualification:

Essential:

Post-graduate degree in Commerce (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. Applicants having experience in running finance and accounts office of large educational institutions will have an

advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. A successful applicant is expected to independently manage the Finance and Accounts Office. Responsible for maintenance of accounts, disbursement, investment, statutory auditing, Handling CAG audit preparing budget estimates, and tax and other statutory requirements. Knowledge of GFR 2017, Procurement of Consultancy and Other Services 2017, GST/TDS tax compliances, filling of TDS/GST returns is must.

Experience:

Minimum 5 years of post-qualification relevant experience. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Central/State Govt. department and knowledge of General Finance Rules are essential.

Job Profile:

Preparation of asset, liability, and capital account entries by compiling and analysing account information, Accountable for various financial functions. 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. 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 assigned by the Competent Authority from time to time. The candidate should be proficient in accounting management software such as Tally/ERP.

11. Junior Engineer (Civil): One Post (General) (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 with 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

12. Office Assistant: Five Posts (General-2, OBC-1, SC-1, EWS-1) (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:

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.

13. Consultant -Accounts & Compliance: One Post (General) (on Contract)

Candidates must be graduate in any discipline with 50% marks and with minimum 15 years of experience in accounts/audit department of a Government Organizations/ Departments. Preference will be given to the candidates having post-graduation degree in any stream and having knowledge of MS Office.

Remuneration: Consolidated salary in the range of Rs. 45,000/- to 55,000/- per month.

Upper Age Limit: 65 year.

Tenure: Initial appointment will be on contract for a period of 1 year. Contract may be extended based on performance and requirement of the Institute.

Experience:

Retired officers of Indian Accounts and Audit Department preferably from commercial background and other Government of India, Autonomous bodies holding post of Sr. Audit Officers / Accounts Officers with experience of handling the finance, Internal audit and administrative matters in organized audit & accounts department. Candidate must have sound knowledge of Government regulations in procurement of Goods & Service related matters, GFR 2017 and HR related matters. Experience at IIMs/IITs or CFITs or Autonomous Institutions under GOI in accounts department will be preferred.

Key responsibilities:

- a. Compliance with Government regulations, GFR and Institute's norms
- b. Establishment of sound accounting, auditing and other financial management practices in maintaining Public Funds.
- c. Pre-Audit of HR related matters, Tenders, Purchase Orders and employees claims, all payments etc.
- d. Design & Implement accounting & audit control systems, Preparation of Manuals.
- e. Provide opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms and applicable rules.
- f. Oversee Institute's management activities, and enforce principles of integrity and compliance.

General Conditions for Regular Positions:

- Interested candidates may apply online latest by 3rd April 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=aa99e9a62dafa597a4fabd27306c6d0102e7fd9e92da0b262eb2bc833895622>), 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.
 - Hard copy of application will be accepted only 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. 590/- with application in favour of IIM Jammu, payable at Jammu.
 - 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.
 - 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.

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.
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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/ 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.
- 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/ 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 carrying Grade Pay of Rs.5400/ Level-10 and above will be paid shortest II-AC Class Railway Fare from the address to place of interview 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 mailing address to the place of test / interview 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 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 and Consultant -Accounts & Compliance, 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=aa99e9a62daffe597a4fabd27306c6d0102e7fdf9e92da0b262eb2bc833895622>

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

**Non-Faculty Positions Advertisement in “Times Ascent, The Times of India”,
dated 04.03.2020, and “Dainik Jagran” dated 09.03.2020**