



I. I. M ROHTAK

Sunaria, Rohtak-124010

S.No	Name of the post(s)	Nos.
1	Chief Manager	1
2	Hindi Officer	1
3	Deputy Manager (Admin)	1
4	Accountant	1
5	Assistant Manager (Systems)	1
All applications should be sent to careers@iimrohtak.ac.in with subject being compulsorily name of the post. Last date to receive applications is : August 29, 2026		

**Indian Institute of Management Rohtak invites applications for
Chief Manager, Hindi Officer, Deputy Manager (Admin), Accountant, and
Assistant Manager (Systems)**

1. Chief Manager

Pay Level- 12 (Rs.78800 – 209200)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post Graduation in any subject from a reputed institution, with good academic record.

Experience: Minimum 12 years (10 years for SC/ST) of post-qualification administrative experience in a Government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at Pay level 11 (7th CPC) in the Grade Pay or equivalent of (pre-revised scale of Rs.15600-39100, Grade Pay of Rs. 6,600/-) or in higher scale. If working in private sector, drawing salary should be higher than Rs. 70,000/- per month or above.

Age: Not exceeding 50 years (55 for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 55 years.

2. Hindi Officer

Pay Level- 08 (Rs.47600 – 151100)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification:

(1) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;

AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices IIMs, IITs, IISER etc. including Government of India undertaking.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector, drawing salary should be Rs. 50,000-60,000 per month. Should be well conversant with the Government of India instructions in the matter of Hindi as official language in PSU/Central Govt. Offices. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

Preference will be given to M.Phil. in Hindi. Proficiency in MS Office and such applications. Excellent communication/working skills in Hindi is required and good working knowledge of computer applications are essential. Knowledge of management of short/long academic courses including routine conduct.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. For candidates on deputation, age can be up to 50 years (including SC/ST).

Functions:

- Ensure progressive use of Hindi in official work as per the Official Languages Act, 1963 and the rules framed thereafter.
- Translate official documents such as circulars, manuals, letters, and reports from English to Hindi and vice versa.
- Prepare and submit Quarterly/Half-Yearly/Annual Reports on the progressive use of Hindi and assist in the preparation of bilingual publications and other promotional materials.
- Conduct inspections of departments/sections to ensure compliance with the Official Language policy.
- Organize Hindi workshops, seminars, training programs and Hindi Pakhwada.
- Co-ordinate with the Town Official Language Implementation Committee (TOLIC).
- Impart training to staff on usage of Hindi in day-to-day official work.
- Promote use of Hindi correspondence, noting, drafting and file maintenance.
- Ensure proper implementation of directives received from the Department of Official Language, Ministry of Home Affairs and facilitate audits and inspections by Official Language authorities.
- Any other work assigned from time to time related to the promotion of Official Language.

No. of Posts: One

3. Deputy Manager (Admin)

Pay Level- 08 (Rs.47600 – 151100)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post-Graduate degree in any subject with good academic record. Having a Post-Graduate degree or diploma in management will be an added advantage.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector, drawing salary should be Rs. 50,000- 60,000 per month.

Applicants should have good command over spoken and written English. Applicants should be able to handle high level confidential matters and documents with absolute integrity and have a flair for serving educational institutions. Good working knowledge of computer applications is essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation age can be up to 50 years (including SC/ST).

Functions: Assisting for planning and implementing activities related to administration in terms of existing and upcoming facilities and smooth functioning of the Institute. To assist/perform in areas of academic and administrative activities. Any other administrative work assigned by the Institute.

No. of Posts: One

4. **Accountant**

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: A degree in commerce or an equivalent professional qualification from a reputed Institution. Good academic record. Sound knowledge in finance and accounts.

Experience: Minimum 3 years (2 years for SC/ST) of relevant post-qualification experience in a similar position/profile in government or academic/research/commercial organization of repute, with at least 1 year in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month. Applicant should have excellent communication skills in English. Good working knowledge of computer applications is essential. Work experience in IIM/IIT is desirable.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation age can be up to 50 years (including SC/ST). Age relaxation for person with disabilities will be applicable as per Government norms.

Functions: Supporting the management of accounts. A successful applicant should be able to work in a computerized accounting environment and in various accounting and financial functions such as maintenance of accounts, processing of bills, handling of cash, budgeting, investments, and auditing; should have good skills in dealing with users of accounts service.

No. of Posts: One

5. Assistant Manager (Systems)

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E/B.Tech in Computer Science/Information Technology or MBA from a reputed institution or equivalent. Consistently good academic record and good communication skills in English are required.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in a similar position in Government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Applicants should have a flair for serving educational institution. Knowledge of basic computer, understanding of computer applications, knowledge of computer applications, knowledge of office related softwares, Knowledge of SAP, conducting exam through online portals. Data collection, formation & analysis of reports, maintaining student database, query and resolution etc. All other activities to maintain and smooth operations of the systems.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 40 years.

No. of Posts: One

**GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED
STAFF POSITIONS**

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before **August 29, 2026**

While applying for any position please mention “**Position name** _____ **IIM-R**” in the subject of the email, else the application will be discarded.

2. Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.

3. Separate Application Form should be filled, if applying for more than one position. The name of the post applied for should be clearly mentioned in BOLD LETTERS.
4. Applicants are advised to satisfy themselves before applying that they possess at least the minimum essential qualification and experience laid down for the post.
5. The internal candidate will be given relaxation of age, subject to actual period served in the Institute.
6. All the above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
7. Appropriate functional title may be assigned to the selected candidates at the positions advertised.
8. Those who are in regular service in government/public sector establishments may be required to produce a *No Objection Certificate*, if called for selection process.
9. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.
10. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.
11. The Institute reserve the right to increase/decrease the number of position/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
12. Applicants having at least 3 years' experience in a similar or immediate next lower position in any of the IIMs may be given two years relaxation and applicants having at least 2 years' experience in a similar or immediate next lower position in any of the IIMs may be given one year relaxation in required work experience.
13. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.
14. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being shortlisted for the selection process.
16. Only shortlisted applicants will be contacted.
17. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature stands cancelled or services can be terminated.
18. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
19. Candidates are required to bring all original certificates of their academic and professional

qualifications and work experience for verification on the date of selection process.

20. Written test will be conducted for all posts & qualifying the written exam is mandatory for further processing.

For Prescribed Application Format please click on the links below

- 1 [*For Chief Manager*](#)
- 2 [*For Hindi Officer*](#)
- 3 [*For Deputy Manager \(Admin\)*](#)
- 4 [*For Accountant*](#)
- 5 [*For Assistant Manager \(Systems\)*](#)