



I. I. M ROHTAK

Sunaria, Rohtak-124010

S.No	Name of the post(s)	Nos.
1	Officer on Special Duty (OSD)	1
2	Senior Administrative Officer	1
3	Administrative Officer (Programme)	1
4	Accounts Officer	1
5	Academics Associates (HRM, Marketing, Finance, MIS, Economics, Operation & Strategic Management)	

Appropriate relaxation in age/experience will be given to SC/ST candidates.
For details & Prescribed Application format visit: www.iimrohtak.ac.in
Last date to receive applications is : **14.02.2019**

Indian Institute of Management Rohtak invites applications for Officer on Special Duty (OSD), Senior Administrative Officer (SAO), Administrative Officer (Programme) and Accounts Officer

1. Officer on Special Duty (OSD)

Mode of Appointment: The position is purely on Contract/Deputation/Temporary basis for two years and will not be permanent.

Qualification:

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

Desirable: Post-graduation degree in Management, Law etc.

Experience: Minimum 10 years of post-qualification administrative experience in a Government department or academic/research institution/commercial organization of national/international repute.

Preference will be given to Ex-Defence Personnel in Group "A" services for the position, Master's degree is not compulsory for ex-defence personnel.

Age: preferably below 50 years.

Salary: negotiable

No. of Posts: One

2. Senior Administrative Officer

Pay Level- 11 (Rs. 67700 – 208700)

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 or Diploma in Management/Public Administration or in any subject from a reputed institution, with good academic record.

Desirable: Degree in Law.

Experience: Minimum 10 years (6 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 10 in the Grade Pay or equivalent of (pre-revised scale of Rs.15600-39100, Grade Pay of Rs. 5400/-) or in higher scale. If working in private sector, drawing salary should be Rs. 65,000- 70,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position. Should have good knowledge of Government rules and regulations related to administration such as project, purchase, Contract Management and legal. Excellent communication skills in English and good working knowledge of computer applications are essential.

Age: Not below 40 years but 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.

Functions: Assisting for planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute. In-charge of administration and facilitates for smooth functioning of the Institute. Provides support to faculty in academic activities. Functions with operational guidance of Chief Administrative Officer and reports to him.

No. of Posts: One

3. Administrative Officer (Programme)

Pay Level- 10 (Rs. 56100 - 177500)

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: MBA or any other equivalent Post-Graduate degree or diploma in any subject or equivalent. Consistently good academic record is required.

Experience: Minimum 7 years (5 years for SC/ST) of relevant post-qualification supervisory experience in a government department or academic/research institution of national/international repute, with at least 3 years in the in the immediate lower Pay level 7 or 08 equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/or 4800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 50,000- 60,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position. Should have good knowledge of Government rules and regulations related to administration such as project, purchase, Contract Management and legal. Excellent communication skills in English and good working knowledge of computer applications are essential.

Age: Not below 35 years but not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application..

Functions: Handling of activities of executive Post Graduate Programmes and other academic Programmes as assigned. Supervise overall management and handling of activities related to admissions and academic administration of the Programmes. Liaison with Guests/Adjunct faculty with respect to programmes and sessions. Preparation of Academic calendar and Area teaching plans under the guidance of respective Faculty in-charge of the Programme; interaction with the candidates/participants of different programmes. Scheduling of classes, conduct of exams and preparation of grade sheets. Maintaining fellowship/contingency funds, liaising for accommodation and mess facilities to the participants attending Programmes. Reports to Faculty In-charge/Programme head/Dean/Officer as assigned.

No. of Posts: One

4. Accounts Officer

Pay Level- 07 (Rs.44900 - 142400)

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: M.Com/B.Com (under 10+2+3/4+2 scheme) with CA/ICWA/Cost Accounting or equivalent. Good academic record is required. MBA is an added advantage. Sound knowledge in finance and accounts.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in finance and accounts 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 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge of advanced computer applications in the management of finance and accounts is desirable. Good communication skill in English is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application.

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

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

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format alongwith scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before **14.02.2019**.

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 possesses 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.

For Prescribed Application Format for Officer on Special Duty [please click here](#)

For Prescribed Application Format for Senior Administrative Officer [please click here](#)

For Prescribed Application Format for Administrative Officer (Programme) [please click here](#)

For Prescribed Application Format for Accounts Officer [please click here](#)