

## INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Indian Institute of Management Rohtak invites applications for the position of

### **1. Assistant Project Manager**

**Mode of Appointment:** On contract for one year, extendable based on performance and requirement.

**Salary:** *Negotiable*

**Qualification:** Degree/Diploma or equivalent qualification from a reputed institution in any discipline. Knowledge and experience in administration at supervisory position and knowledge of IT will be an added advantage.

**Experience:** Minimum 15 years of relevant post-qualification experience for Diploma holder and 12 years for Degree holder in Government or academic/research/commercial organization of national/international repute, with at least 5 years at Supervisory Level or higher grade handling responsibilities as Administration & other area.

**Age:** Preferably below 45 years.

**Functions:** Handling civil projects (with electrical and mechanical component) of the Institute. Assisting OSD in management of Administration and Civil projects and associated mechanical and electrical work, handling civil and electrical maintenance work, coordinating with the Project architect and construction agencies of the New Campus Development, supervision of project-related work as per CPWD guidelines, verification of bills submitted by contractors, works related to maintenance of existing buildings occupied by the Institute including hostels and residences, and other related work assigned. Reports to OSD/Director as assigned.

**No. of Post:** One

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## 2. Administrative Officer (Placement)

**Mode of Appointment:** Purely on contract and temporary/Adhoc basis for one year, extendable based on performance and requirement.

**Salary:** *Negotiable*

**Qualification:** Post-Graduate degree or diploma (under 10+2+3/4+2 scheme) in any discipline. Candidates having post-graduate degree/diploma in Management / Mass Communication from a reputed University / Institute will be an added advantage. Consistently Good academic record is required.

**Experience:** Minimum 7 years of relevant post-qualification supervisory experience in a government department or academic/research institution of national/international repute. Applicant should have good communication and interpersonal skills and should be able to communicate with top officials of HR of multinational and Indian companies and other related departments. Good working knowledge of computer applications is essential.

**Age:** Not below 35 years but not exceeding 45 years.

**Functions:** Conducting job Placement activities, negotiating employment opportunities with employers. Conduct seminars and workshops relating to interview skills, job readiness techniques and vocational information. Recommend and advice students concerning career selection, job internships and searches. Work regularly and closely among students to classify skills, needs, interests, employment barriers, and obtainable resources, and answers to every student requests or questions concerning placement support. Reports to Chairperson Placement.

**No. of Post:** One

## **GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED POSITION**

1. Last date to submit the application in Prescribed Format complete in all respects along with self-attested copies of certificates (including experience certificate) and marksheets should be received at the following address by post/courier on or before **JUNE 2, 2017**. Applications received after the last date will not be considered.

**Personnel Officer,  
I.I.M Rohtak  
M.D University Campus, Rohtak – 124001**

2. Interested candidates may also send a scanned copy of their filled & signed application in the Prescribed Format and duly signed other relevant documents, in advance to the following e-mail id: [personnel@iimrohtak.ac.in](mailto:personnel@iimrohtak.ac.in) . In this case, the original should be sent as in (1) above.
3. The above position requires a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
4. The Institute reserve the right to increase/decrease the number of position advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
5. The Institute solely reserves the right not to fill the 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.
6. Only shortlisted applicants will be contacted.
7. 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.
8. The Institute shall not be responsible for any postal delay.
9. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
10. 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 please [click here for Assistant Project Manager](#)**

**For Prescribed Application Format please [click here for Administrative Officer \(Placement\)](#)**