



I. I. M ROHTAK

Sunaria, Rohtak-124010

Indian Institute of Management Rohtak invites applications for the following positions:

S. No	Name of the post(s)	Nos.	Pay-Level (7th CPC)
1	Senior Administrative Officer	1	Level-11 (Rs.67700 – 208700)
2	Administrative Officer (Establishment & Administration)	1	Level-10 (Rs.56100 – 177500)
3	Programmer	1	Level-7 (Rs.44900 – 142400)
4	Junior Superintendent	1	Level-7 (Rs.44900 – 142400)
5	Office Assistant	2	Level-6 (Rs.35400 – 112400)
6	Academics Associates (HRM, Marketing, Finance, 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 : **July 16, 2018**

Call for Senior Administrative Officer, Administrative Officer (Establishment & Administration), Programmer, Junior Superintendent / Office Assistant

1. Senior Administrative Officer

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

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

2. Administrative Officer (Establishment and Administration)

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

Experience: Minimum 7 years (5 years for SC/ST) of relevant supervisory experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at 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, If working in private sector drawing salary should be Rs. 50,000- 55,000 per month.

Applicants should have supervisory experience in handling of general administration, personnel department and government-related matters and a flair for serving educational institutions. Good 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. In the case of candidates on deputation, age can be up to 50 years.

Functions: Handling of establishment and administration related matters for smooth functioning of the Institute, personnel matters starting from advertisement to retirement, employee's daily attendance, leave records, vacations, and matters related to various allowances as per norms, employees grievances and assisting for activities related to general administration for existing and new campus of the Institute, or any other. Functions with operational guidance of Chief Administrative Officer and reports to him.

No. of Posts: One

For Prescribed Application Format for [Administrative Officer \(Establishment & Administration please click here](#)

3. Programmer

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: B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering (under 10+2+3/4 scheme) or M.Sc. in Information Technology/Computer Science or MCA (under 10+2+3/4+2 scheme) or other equivalent specializations. Good academic record is required.

Experience: Minimum 5 years (4 years for SC/ST) (excluding apprenticeship or training period) of relevant post-qualification experience in computer programming, designing and developing database, forms, reports, customized packages using programming Languages and supporting in Networking, Internet and Intranet in a Government department or Public Sector/Autonomous 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.

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

Functions: Supporting the management of IT Resources Centre of the Institute. Assisting in Installation and configuring new hardware and software, schedules, performs, and monitors system backups and when necessary, performs data recoveries. Assist the Systems Administrator by supporting in Data Center Management, Database Administration, Storage Systems Management, Data Security, maintenance and upgradation of computer software, etc. Reports to Systems Administrator or as assigned.

No. of Posts: One

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

4. **Junior Superintendent**

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: BE/B.Tech or Diploma in Engineering or equivalent in any subject from a reputed institution. Consistently good academic record is required.

Experience: Minimum 5 years (4 years for SC/ST) of post-qualification experience in a similar position/profile in government or academic/research/commercial organization of repute, with at least 2 years in the 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.

Applicant should have excellent communication skills in English. Good working knowledge of computer applications is essential.

Age: Not exceeding 40 years (45 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 (including SC/ST).

Functions: Handling of establishment and administration related matters for smooth functioning of the Institute including construction projects and maintenance works. All other matters connected with project involving contractual & managerial issues, clearance issues from various bodies of State, legal issues, financial issues etc. Functions will also include operational guidance of chief Administrative Officer and report to him

No. of Posts: one

For Prescribed Application Format for [Junior Superintendent please click here](#)

5. **Office Assistant**

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: Graduate degree or Diploma (under 10+2+3/4 scheme) in any subject from a reputed institution. Consistently good academic record is required.

Experience: Minimum 5 years (4 years for SC/ST) of post-qualification experience in a similar position/profile in government or academic/research/commercial organization of repute, with at least 2 years in the lower Pay level 4 or equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/-) 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.

Age: Not exceeding 35 years (40 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 (including SC/ST).

Functions: To perform secretarial and related functions, assist/perform in areas of academic and administrative activities including Post-Graduate Programmes in Management, Executive Post-Graduate Programme in management, Fellow Programme in Management, Integrated Programme in Management, Management Development Programmes, Accounts, Admissions, Hostel and Student Affairs, Personnel, Placement, Research and Publications and Stores & Purchase, etc.

No. of Posts: two

For Prescribed Application Format for [Office Assistant please click here](#)

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED STAFF POSITIONS

1. Applications 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 **July 16, 2018**. Applications received after the last date will not be considered.
To
Chief Administrative Officer,
Management City NH-10 Southern Bypass, Sunaria,
Rohtak-124010 Haryana
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: careers@iimrohtak.ac.in In this case, the original should be sent as in (1) above.
3. Applications not submitted in the Prescribed Application Format and without candidate's signature will not be entertained.
4. 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 on the top of envelop.
5. Applicants are advised to satisfy themselves before applying that they possesses atleast the minimum essential qualification and experience laid down for the post.

6. The internal candidate will be given relaxation of age, subject to actual period served in the Institute.
7. 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.
8. Appropriate functional title may be assigned to the selected candidates at the positions advertised.
9. 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.
10. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.
11. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.
12. 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.
13. 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.
14. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.
15. 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.
16. 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.
17. Only shortlisted applicants will be contacted.
18. 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.
19. The Institute shall not be responsible for any postal delay.
20. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
21. 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 [Senior Administrative Officer](#) please click here

For Prescribed Application Format for [Administrative Officer \(Establishment & Administration\)](#) please click here

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

For Prescribed Application Format for [Junior Superintendent](#) please click here

For Prescribed Application Format for [Office Assistant](#) please click here