

INDIAN INSTITUTE OF MANAGEMENT JAMMU

invites applications for the following posts on direct recruitment (regular) basis:

S. N.	Name of Post & Pay Band	No. of Post	Qualification & Experience
1.	<p style="text-align: center;">Chief Administrative Officer (CAO)</p> <p>PB-3 (Rs.15600 – 39100) + Grade Pay –Rs.7600/-</p>	1 Post	<p>Qualifications:- Post Graduate degree or diploma in Personnel Management / Public Administration or Chartered Accountant / Cost Accountant/Company Secretary / B.E. / B.Tech / M.Tech with 1st class academic records.</p> <p>Experience:- Minimum 15 years of managerial experience in a senior position preferably in Govt. organizations/PSUs/Autonomous Bodies. Applicants should have adequate grasp of financial, purchase, personnel, legal, conducting Board meetings, preparation of agenda notes and recording minutes of meetings, campus management/development related activities and flair for serving educational institutions. Retired/voluntary retired persons having sound health and below the age of 58 years may also apply. <i>Note:- In case of pensioners, their pay would be fixed by adjusting the pension amount.</i></p> <p>Upper Age Limit: –Below 50 years</p> <p>Job Profile: The position calls for a person with maturity and integrity and above all a rich experience in senior managerial position. The CAO is required to lead a team of officers in the Institute and guide them in their day to day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services. He will be responsible for Board meetings and follow-ups. He must have a thorough knowledge of GFR, FR & SR and relevant Central Govt. rules & procedures. Experience in management institute of repute and universities will be preferred. Will report to and be responsible to the Director of the Institute.</p>
2.	<p style="text-align: center;">Librarian</p> <p>PB-3 (Rs.15600 – 39100) + Grade Pay –Rs.7600/-</p>	1 Post	<p>Qualification:- First Class Master’s Degree in Library/Information Science or Associateship in Information Science. Candidates having Doctoral Degree in Library Science will be preferred.</p> <p>Experience: Minimum of 10 years inline experience at executive level ,out of which atleast 5 years should be in the pay band of Rs. 15,600-39,100/- (PB-3) with Grade pay of Rs. 6,600/- or equivalent in an Academic/Research Institution of repute. Preference will be given to the applicants who have been associated with the development of Libraries in technical/management subjects and</p>

			<p>also who have sound knowledge and practical experience of managing a state-of-art Library in a highly automated, integrated and networked environment.</p> <p>Upper Age Limit: Below 50 years.</p> <p>Job Profile: To set up and manage the library of the Institute, organize electronic resources, software and assist the faculty and students to secure books, articles and other teaching and research materials. Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users, Responsible for monitoring the financial regularization and maintenance of library accounts of the entire division, Planning and implementing the administrative and budgetary functions of library and information services. Any other work associated with the functioning and improvement of the Institute Library .</p>
3.	<p>Finance Advisor & Chief Accounts Officer (FA&CAO)</p> <p>PB-3 (Rs. 15600-39100) + Grade Pay Rs.6600/-</p>	1 Post	<p>Qualification:- The applicant should be possessing ACA/AICWA/MBA (Finance) with 60% or more marks.</p> <p>Experience:- Minimum 10 years experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with atleast 5 years experience in the immediate lower Pay Band of PB-3 + GP 5400/- or equivalent. The job, among other things requires Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit Expertise in using computer systems for processing/retrieval of accounts/finance related data will be desirable.</p> <p>Upper Age Limit: Below 45 years.</p> <p>Job Profile: Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute, Regulation of the individual claims as per Central Government rules and orders, All payments including payment of contractors as per G.F.R. and Central Government rules and orders, Maintenance of accounts of the Institute . Act as Head of the Accounts department, To advise other Heads of Departments, CAO, Dean and Director regarding financial matters, interpretation of various rules and regulations, Managing short term and long term investments of the Institute, Preparation of half-yearly accounts of the Institute, Ensuring timely conduct of internal audit and responding to audit queries. Any other work associated with the finance and accounts of the institute.</p>

4.	Administrative Officer PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400/-	1 Post	<p>Qualification:- MBA or equivalent Post Graduate Degree/Diploma in Management.</p> <p>Experience:- Minimum 8 years inline experience out of which at least 3 years should have been in the lower pay scale of PB-3 + GP Rs. 4600/-or equivalent in any Central/State Govt. organization/Academic institutions/Autonomous Bodies.</p> <p>Persons possessing Master's Degree (in any subject) with administrative background and experience in Personnel & Establishment matters having outstanding knowledge of rules & regulations will also be considered for the post. Knowledge of Computer operation is essential.</p> <p><i>Upper Age Limit: Below 40 years</i></p> <p>Job Profile- To supervise academic administration for various academic programmes, To supervise the functions of Purchase, Stores, General Administration, Maintenance, Communication, Transport and other administrative areas as required.</p>
5.	Stores and Purchase Officer PB-2 (Rs.9300-34800) + Grade Pay -Rs.4200/-	1 Post	<p>Qualification:- Graduate degree in any discipline from a recognized University.</p> <p>Experience:- Minimum 5 years' relevant experience in stores and purchase related work, out of which 3 years should be in supervisory capacity in any Central/State Govt. organization/Academic institutions/Autonomous Bodies. Knowledge of GFR and other purchase rules and regulations is essential.</p> <p>Candidates having PG Degree/Diploma preferably in Material Management will be preferred. Knowledge of Computer operation is essential.</p> <p><i>Upper Age Limit: Below 35 years</i></p> <p>Job Profile: To manage the Purchase and stores functions of the Institute, Maintain records of goods ordered and received. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipments. Control purchasing department budgets. Review purchase order claims and contracts for conformance to Institute policy. Analyze market and delivery systems in order to assess present and future material availability. Any other work relating to purchase and stores of the Institute.</p>
6.	Secretary to the Director PB-2 (Rs.9300-34800) +	1 Post	<p>Qualification:- First class Post Graduate / Graduate degree from a recognized University/institute with sound knowledge of basic computer operations (MS Office), Internet etc.</p>

	Grade Pay -Rs.4200/-		<p>Experience:- 2 years of Secretarial Experience with Post Graduate degree or 3 years of Secretarial Experience with Graduate degree in Office work in a reputed Organization / Central/State Govt. organization/Academic institutions/Autonomous Bodies/corporate sector.</p> <p>Candidates having experience in IIM / IIT / IISER/ Universities would be preferred.</p> <p>The incumbent should have command over spoken and written English along with drafting skills.</p> <p>Upper Age Limit: Below 35 years</p> <p>Job Profile: To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the Director's diary. Organising and attending meetings; sometimes taking minutes. Replying to emails, faxes and post, Booking travel arrangements and accommodation when necessary. Organising and maintaining office systems. Any other relevant work assigned by the Competent Authority from time to time.</p>
7.	<p>Sr. Library and Information Assistant</p> <p>PB-2 (Rs.9300-34800) + Grade Pay -Rs.4200/-</p>	1 Post	<p>Qualification- Post Graduate degree in the field of Library Science with minimum 60% marks from a recognized University/Institution.</p> <p>Experience -The applicants should have minimum 3 years inline experience in the relevant areas preferably in any Central / State Govt. organization / Academic institutions / Autonomous Bodies.</p> <p>Upper Age Limit: Below 35 years</p> <p>Job Profile: To assist the Librarian in offering the library services to the Faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To upkeep Library records and equipments. Liaising with departmental academic staff. To assist in planning and implementing the administrative and budgetary functions of library and information services. external organizations and book suppliers. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.</p>
8.	<p>Accountant</p> <p>PB-2 (Rs.9300-34800) + Grade Pay -Rs.4200/-</p>	1 Post	<p>Qualification-: First class Bachelor's degree in Commerce/ICWAI (Inter)</p> <p>Candidates having Masters degree in Commerce or equivalent would be preferred</p> <p>Experience: Minimum 5 years inline experience of working in Accounts Department dealing with</p>

			<p>matters relating to Finance & Accounts e.g. Maintenance of Accounts, processing of Bills, maintenance of Cash Book, handling of cash and other related matters. At least 3 years experience should be in next lower pay scale of PB-2 + GP Rs 2800/- or equivalent in a Central/State Govt. Undertakings/ Autonomous Bodies/ Academic institutions/Commercial organizations of repute. Knowledge of Computer operation is essential.</p> <p>Upper Age Limit: Below 35 years</p> <p>Job Profile: Preparation of asset, liability and capital account entries by compiling and analyzing account information, Accountable for various financial functions such as Maintenance of accounts, processing of bills, budgeting, investments and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time.</p>
9.	<p>Junior Engineer (Civil)</p> <p>PB-2 (Rs.9300-34800) + Grade Pay -Rs.4200/-</p>	1 Post	<p>Qualification- First class Civil Engineering Degree/Diploma from reputed Institute/Engineering College</p> <p>Experience- Minimum 3 years experience out of which at least one year should be in the next lower Pay Band – PB-1 + GP 2800/- or equivalent in civil construction & maintenance jobs in a Central/State Govt. Undertakings/ Autonomous Bodies/ Commercial organizations of repute. Knowledge of Commuter operation is essential.</p> <p>Upper Age Limit: Below 35 years.</p> <p>Job Profile: Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note, 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. To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained, Will be responsible 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 submit budget, accounts and prescribed returns, etc. in time, To keep detailed accounts of work, consumption of materials and item-wise work expenditure etc. Any other function that may be assigned by the authorities time to time.</p>
10.	<p>Office Assistant</p> <p>PB-2 (Rs.9300-34800) +</p>	1 Post	<p>Qualification- First class Bachelor's degree in any discipline. Candidates having Master's degree would be given preference</p>

	Grade Pay -Rs.4200/-		<p>Experience- Minimum 3 years experience in office work like administration, stores ,purchase and allied services in a reputed organization. Preference will be given to the candidates having experience in coordinating various activities relating to conduction of educational programmes in any Institute of Higher Learning.</p> <p>Upper Age Limit: Below 35 years.</p> <p>Job Profile: To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities, Responsible for maintaining office filing and record keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, records, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary, Maintaining records in computerized system, Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.</p>
11.	<p>Attendant – Peon</p> <p>PB-1 (Rs.5200 – 20200) + Grade Pay -Rs.1800/-</p>	1 Post	<p>Qualification- Minimum Matriculation or equivalent pass</p> <p>Experience- Minimum 02 years relevant experience as Office Attendant / Peon /Sales Attendant in an office of a reputed organization/corporate sector</p> <p>Upper Age Limit: - Below 27 years</p> <p>Job Profile: The Peon shall handle files between different branches of the offices, He will deliver local official letter to other offices, Responsible for maintaining records in proper order, Keeping records in the prescribed manner, making available record as and when required, maintaining record movement registers, Placing of papers in relevant files, Handling and distribution of forms and stationery, photocopying papers and preparing polycopies, Any other relevant work assigned by the Competent Authority from time to time.</p>

GENERAL CONDITIONS:

- 1) All other allowances are as applicable to Central Govt. employees stationed at Jammu.
- 2) 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 envelope.
- 3) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for interview.

- 4) All the applications received within the due date in response to this advertisement shall be considered by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for interview / test. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.
- 5) Persons working in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies etc. should send their applications either through proper channel or should furnish 'No Objection Certificate' at the time of interview.
- 6) Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates. The age limit is relaxable to the candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules for which Applicants have to attach the necessary certificates as prescribed by the Govt. of India.
- 7) The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
- 8) In case of exceptionally deserving candidates experience criteria may be relaxed at the discretion of the Institute.
- 9) Candidates who do not meet all the requirements of a post may be considered for a position at the lower pay scale with appropriate designation.
- 10) The appointment will be made on a probation period of 2 years, which may be considered for regularization subject to the satisfactory performance of the incumbent. However, the confirmation will be done by Regular Director only. The regular Director may extend the Probation as deemed appropriate by him/her. Presently the Director of the institute is a Mentoring Director.
- 11) All the above positions require full commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
- 12) 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 facts / 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.
- 13) The candidates are required to pay a non-refundable application fee of **Rs.500/-** (five hundred only) in the form of demand draft in favour of "**Indian Institute of Management Jammu**" payable at Jammu. Application fee once paid shall not be refunded under any circumstances. **SC/ST/PWD/Women candidates are not required to submit the application fee.**
- 14) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
- 15) Selection Process for the posts (**Sr. No. 01 to 10**) – The candidates are required to appear for personal interview.
- 16) Selection Process for the post (**Sr. No. 11**) – **Attendant - Peon** – Candidates ability would be assessed through written / skill test.
- 17) The Institute shall not be responsible for any postal delay.

- 18) Canvassing in any form will be a disqualification.
- 19) Legal disputes if any will be restricted within the jurisdiction of Jammu only.

How to apply:

Interested and eligible candidates should submit their application **ONLY** in the prescribed ***Application Form*** available on the Institute's website (**www.iiml.ac.in/jammu**) along with self attested photocopies of certificates relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Applications should reach through Registered Post/Speed Post only to the Undersigned on or before **21st August 2017**.

CONVENER, IIM Jammu

C/o Indian Institute of Management Lucknow-Noida Campus
B-1, Institutional Area,
Sector-62,
NOIDA – 201307 (Uttar Pradesh) India.

INDIAN INSTITUTE OF MANAGEMENT JAMMU

Government College of Engineering & Technology,
Old University Campus, Canal Road,
Jammu-180016

APPLICATION FORM

FOR THE POST OF

1. NAME _____

2. FATHER'S/
HUSBAND'S NAME _____

3. PERMANENT
ADDRESS _____

TELEPHONE NO. _____

4. ADDRESS FOR _____

COMMUNICATION _____

TELEPHONE NO. _____

E-MAIL _____

5. DATE OF BIRTH _____ SEX: MALE / FEMALE

AGE AS ON LAST DATE OF APPLICATION ___ YEARS ___ MONTHS ___ DAYS

6. A. CASTE _____ SUB-CASTE _____

B. WHETHER BELONGS TO GEN./SC/ST/OBC _____

C. WHETHER PHYSICALLY HANDICAPPED: YES/NO, IF YES, PLEASE

SPECIFY VH/HH/OH/ _____

(Attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

7. IDENTIFICATION MARKS _____

8. NATIONALITY _____

9. GENERAL CONDITION OF HEALTH _____

NORMAL/ HANDICAPPED (SPECIFY DETAILS) _____

HEIGHT _____ WEIGHT _____ BLOOD GROUP _____

PASTE RECENT PASSPORT SIZE PHOTOGRAPH HERE

14. TOTAL EXPERIENCE: YEAR (S) _____ MONTH (S) _____

(Work Experience in chronological order, starting with the first job:- Attested copy of proof of each experience to be attached)

Name & Address of Employer	Post held	Scale of pay / PB & GP	Period of service				Nature of work & level of responsibilities (please attach separate sheet, if needed)
			From	To	Total experience		
					Year	Month	

15. PRESENT BASIC PAY: Rs.

(For use of the forwarding office)

(For candidates who are working under Govt./PSU/Autonomous Institutions etc.)

(i) Certified that Shri/Smt./Km. _____ is working in this institution/organization _____ (Office/ Department), which is a Central Govt./State Govt./Autonomous body of Central/ State Govt./PSU on Regular/Temporary/adhoc basis since _____ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Signature

Date.....

Name of the forwarding officer.....

Place.....

Designation

Office Stamp (seal)