



IIM SIRMAUR
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Indian Institute of Management Sirmaur

Notification No: 002/2017-18

Non-Teaching Recruitment

Ref. No.: IIMS/Personnel/80; Dated: 02/06/2017 **(Last date of application: June 26, 2017)**

Indian Institute of Management Sirmaur (IIMS) is amongst the newer Indian Institutes of Management set up by the Ministry of Human Resource Development (MHRD) in the year 2015.

The Institute is currently operating from its well equipped, temporary campus located in Paonta Sahib, Himachal Pradesh. The first batch of students were awarded the Post Graduate Diploma in Business Management (PGDBM) in April, 2017.

The Institute has ambitious plan for scaling up of its various Programmes and setting up of the permanent campus. The Government of Himachal Pradesh has already allotted around 210 acres of land for building the permanent campus of the Institute at Village Dhaula Kuan, Tehsil Paonta Sahib, District Sirmaur (H.P.).

The Institute invites applications from experienced and dynamic professionals for the following positions to participate in the setting up and establishing the Institute.

a). Chief Engineer (Civil and allied Works)

The position will be responsible for overseeing the conceptualisation, design, construction and execution of the new campus of the Institute.

It is proposed to build a State of Art LEED Certified Green Campus with Multiple facilities including Academic Block, Administrative Block, Student Housing, Staff Housing, Dining Facilities, Library and Computer Centre, MDP Centre and Recreation Facilities etc.

This position reports to the Director of the IIM Sirmaur.

Some of the key responsibilities for this position are indicated below:

Job responsibilities:

The duties and responsibilities shall include:

- Project Planning including designing, architectural inputs, modeling etc. for new campus.

- Evaluating and monitoring of construction work.
- To ensure proper tendering procedures and overseeing the execution of all the project related tasks/works from time to time.
- Certification and payment processing.
- Ensuring adherence to construction specifications, safety standards and all statutory compliances.
- To appoint and maintain close liaison and co-ordination with Project Management consultant (PMC), architect, construction agency, and other agencies for the smooth implementation of construction activities and to ensure completion of buildings in time and within budget.
- Build a suitable team of supporting staff for efficient project execution.
- Any other tasks from time to time and on requirements of the Institute

Qualification and Experience:

- (i) B.E/B.Tech/M.Tech in Civil Engineering or an equivalent professional qualification from a reputed institution with at least 50% marks in the qualifying degree and good technical record.
- (ii) Minimum 15 years of relevant post qualification experience out of which at least 05 years as having worked in a Senior Position in Government organization and/or field experience of having handled construction projects as Project Engineer in PSUs/Autonomous bodies/Universities etc.
- (iii) The candidates are expected to be well versed with Government norms, standard operating procedures, financial codes and any other legal, technical compliance codes relevant to construction projects.
- (iv) Good working knowledge of computers, engineering software applications, installation and maintenance of electronic equipment, electric works etc.

Age: Around 55 years. Retired Candidates having held senior position in the Government may also apply.

b). Corporate Relations Executive

A Senior Professional to lead the efforts of the Institute in building long term alliances with Corporates and other external stakeholders. This key position is aimed at building the profile of the Institute with the Corporate World and ensuring student placements and Internships.

This position reports to the Director of the IIM Sirmaur and will work closely with the Placement Coordinator.

Some of the main job responsibilities are indicated below:

Job Responsibilities:

- Act as an interface between the Institute, Students and Potential Recruiters. Develop relationships between IIM Sirmaur and various Recruiters.
- Assist the Institute in placement process with reputed corporate organizations.
- Develop and maintain corporate networks.
- To conduct Industry-Academia interactions, arranging corporate funding and sponsorships for various events and other academic activities.

Qualification and Experience:

- A Post-Graduate Degree or Diploma in Management from a reputed Institution, preferably with Marketing and/or HR specialization.
- Minimum 5 years of relevant post-qualification experience, with at least 2 years at senior level, in a large corporate organization or an HR consulting firm or a leading business school. Excellent communication skills is an essential requirement.

Age: Flexible.

Both the above positions will be on contract basis. Initially the contract will be for a period of 2 years which can be extended further based on performance.

Remuneration: Attractive remuneration will be worked out to attract the best talent for these critical positions.

Location: Both the positions are based at the Campus Site at Paonta Sahib (H.P.). In exceptional cases, alternative location can be considered.

Interested candidates may apply to the following and send the details to the address below by Speed Post/courier on or before June 26, 2017:

The Chief Administrative Officer
Indian Institute of Management Sirmaur
Rampur Ghat Road,
Paonta Sahib Distt. Sirmaur,
H.P- 173025 INDIA

General guidelines:

1. IIM Sirmaur reserves the right to shortlist the candidates as per the desirability and suitability of the post. No correspondence in this regard will be entertained.
2. The Institute shall not be responsible for any postal delay.
3. Applications not submitted in the Prescribed Application Format and without candidate's signature will not be entertained.
4. The shortlisted candidates shall be required to appear for interview and the same shall be communicated to the shortlisted candidates only.
5. Candidates are required to bring all original certificates of their academic and professional qualifications along with work experience for verification on the date of interview.
6. The Institute solely reserves the right not to fill the advertised positions without assigning any reason.
7. The envelope containing the complete application must be superscribed as "Application for the post of -----"
8. TA will be paid under rules for attending the Interview.
9. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/contract, which shall be issued to the selected candidate, if any.

Sd/- Convener, Non-Teaching Recruitment