



IIM SIRMAUR  
KNOWLEDGE . LEADERSHIP

**भारतीय प्रबंध संस्थान, सिरमौर**  
**INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR**  
RAMPUR GHAT ROAD, PAONTA SAHIB, DISTT. SIRMAUR, H.P- 173025

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)  
(Under the aegis of Ministry of HRD, Govt. of India)

**Recruitment Advertisement No.: 03/2018**

Ref. No.: IIMS/Personnel/137/2018

Date: May 11, 2018

**VACANCIES**

**Advertisement for Regular Non-Teaching Posts**

**Closing Date: June 11, 2018**

The Indian Institute of Management Sirmaur (IIMS), Himachal Pradesh, established during the year 2015, is a statutory and an autonomous institution under the Ministry of Human Resource Development (MHRD), Government of India, which aims to provide management education of high quality and promotes allied areas of knowledge as well as inter-disciplinary studies. The Institute is looking for enthusiastic and hardworking candidates, who have a strong passion to contribute in institution building and help it in achieving its stated goals.

The Institute invites applications from the eligible candidates for filling up the following positions on regular basis. The applications, in the prescribed format available on the Institute's website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in), along with photocopies of all supporting certificates/documents and the Demand Draft should reach the Institute **latest by June 11, 2018**.

**1. Chief Administrative Officer- 1(UR): Level-12 Rs.78800-209200 + usual allowances**

**Direct Recruitment**

**Essential**

- (i) Masters Degree in any discipline from a recognized University/Institute with at least 55% marks

- (ii) A minimum of 10 years' relevant experience, including at least 3 years' experience in a supervisory role/head of an administrative unit in Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute.

### **Desirable**

- (i) Qualification in areas of Management /Law
- (ii) Experience in handling computerized operations in administration, legal, financial and establishment matters.

### **Deputation**

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) having at least 5 years' experience in a post in Level-11 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6<sup>th</sup> CPC) or (iii) having at least 8 years' experience in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6<sup>th</sup> CPC) and possessing the educational qualifications prescribed for direct recruitment as above, are eligible for consideration on deputation basis, with a provision for permanent absorption as per GOI/Institute's norms.

**Age:** Preferably below 50 years for direct recruitment and below 56 years for deputation

The post of the Chief Administrative Officer will be filled on tenure basis for a period of 3 years, extendable up to 5 years.

### **Job Responsibilities**

- i) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems;
- ii) Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions etc. Further CAO may be assigned institutional responsibilities in accordance with Institute's needs;
- iii) Assisting in organizing various meetings of the Board of Governors (BoG)/its Committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities;
- iv) Coordinating activities with faculty members and render necessary administrative support in discharge of their academic duties and functions; and
- v) Any other work or task that may be assigned by the Director.

CAO will report to the Director.

## **2. Librarian -1(UR): Level-12 Rs.78800-209200 + usual allowances**

### **Direct Recruitment**

#### **Essential**

- (i) Masters Degree in Library Science/Information Science/Documentation from a recognized University/Institute with at least 55% marks
- (ii) A minimum of 10 years' professional experience in a library, including 3 years' experience as independent in-charge of a library in the Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute.

#### **Desirable**

- i) Doctoral Degree in Library Science
- ii) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library

### **Deputation**

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) having at least 5 years' experience in a post in Level-11 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6<sup>th</sup> CPC) or (iii) having at least 8 years' experience in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6<sup>th</sup> CPC) and possessing the educational qualifications prescribed for direct recruitment as above, are eligible for consideration on deputation basis, with a provision for permanent absorption as per GOI/Institute's norms.

**Age:** Preferably below 50 years for direct recruitment and below 56 years for deputation

### **Job Responsibilities**

- i) Setting up and management of the library of the Institute, organize electronic resources, software and assist the faculty and students to procure books, articles and other teaching and research materials;
- ii) Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users;
- iii) Monitoring the financial regularization and maintenance of library accounts of the entire division, besides planning and implementing the administrative and budgetary functions of library and information services;

- iv) Looking after any other work associated with the functioning and improvement of the Institute's library systems and set ups; and
- v) Any other work/task that may be assigned by the Director.

Librarian shall report to the Director

**3. Financial Adviser & Chief Accounts Officer (FA&CAO) -1(UR): Level-11  
Rs.67700-208700 + usual allowances**

**Direct Recruitment**

**Essential**

- (i) Master's Degree in Commerce/2-Years MBA/PGDM (Finance) from a recognized University/Institute with at least 55% marks
- (ii) A minimum of 8 years' relevant experience including 3 years' experience in a supervisory role/Unit Head of Budget & Accounts in Central/State Government Organizations/PSUs/Universities/Autonomous bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute.

**Desirable**

Computer literacy in accounting applications and operations with ability to work independently for accounting/auditing/budgeting matters

Adequate knowledge of General Financial Rules and Government's financial norms and codes.

**Deputation**

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) at least 5 years experience in a post in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade pay of Rs.5400 or (iii) at least 6 years experience in a post in Level-8 (7<sup>th</sup> CPC) corresponding to PB-2 with Grade Pay of Rs.4800 and possessing the educational qualifications prescribed for direct recruitment as above, are eligible for consideration on deputation basis, with a provision for permanent absorption as per GOI/Institute's norms.

**Age:** Preferably below 45 years for direct recruitment and below 56 years for deputation

## **Job Responsibilities**

- i) Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management;
- ii) Preparation and presentation of Annual Budget, Estimates and Accounts of the Institute to the Finance Committee of the BoG;
- iii) Regulation of the individual claims as per Government of India's rules and instructions;
- iv) Permitting payments of contractors in accordance with the provisions of the GFR and other rules/instructions of the Government of India as well as the Institute's norms;
- v) Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute; and
- vi) Any other work/task that may be assigned by the Director.

FA&CAO shall report to the Director.

## **4. Administrative Officer- 1(UR): Level-10 Rs.56100-177500 + usual allowances**

### Direct Recruitment

#### **Essential**

- (i) Master's Degree from a recognized University/Institute with at least 55% marks
- (iii) A minimum of 5 years' relevant experience including at least 2 years' experience in a supervisory role in general and academic administration, budgeting, establishment and service matters under the Central/State Government Organizations/Universities/Autonomous bodies/Centrally Funded Institutions/ Private Higher Education Institutes of national repute.

#### **Desirable**

Knowledge of accounts and budget and computer operations.

**Age:** Preferably below 45 years

## **Job Responsibilities**

- i) Supervising the functions of General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
- ii) Personnel Administration and Service matters;

- iii) Extending administrative support to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- iv) Managing both academic and administrative matters as and when required; and
- v) Any other work/task that may be assigned by CAO and/or the Director.

Administrative Officer shall report to CAO/Director

## **5. Junior Engineer (Civil)- 1(UR) : Level-6 Rs.35400-112400 + usual allowances**

### **Direct Recruitment**

#### **Essential**

- i) Bachelor Degree in Civil Engineering from a recognized University/Institute with at least 55% marks.

#### **Desirable**

- i) A minimum of 3 years' relevant experience
- ii) Expertise in using software relevant to the job profile/proficiency in the use of computer applications

**Age:** Preferably below 35 years

#### **Job Responsibilities**

- (i) To ensure proper tendering procedures, documentation related to construction activity and overseeing the execution of all the project-related tasks/works from time to time;
- (ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications, safety standards and all statutory/mandatory compliances ;
- (iii) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies;
- (iv) Any other work that may be assigned by the superior authority

Junior Engineer (Civil) will report to the Director and/or any other Official authorized by Director.

### How to Apply:

Candidates are required to apply in the prescribed format, which is available on the Institute's website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) and send their applications by **only Registered Post/Speed Post** along with self-attested photocopies of all supporting certificates/documents and the Demand Draft, if applicable, so as to reach the below address **latest by June 11, 2018:**

**The Director,  
Indian Institute of Management, Sirmaur  
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025**

Candidates (other than SC/ST/PWD/Women candidates) are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only)** through **Demand Draft drawn in favour of Director, Indian Institute of Management, Sirmaur payable at Paonta Sahib.**

### **GENERAL CONDITIONS:**

1. A candidate applying for any of the above positions must be a citizen of India.
2. The appointment is in the Indian Institute of Management, Sirmaur (IIMS), which is an Institute of national importance established during the year 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date for receipt of the applications i.e. June 11, 2018. They are advised to ensure their eligibility before applying for a post. No enquiry asking for advice as to eligibility will be entertained.
4. It will be mandatory for all the applicants to send their applications in a sealed envelope superscribed as **"Application for the post of -----"**. Applications should reach IIM Sirmaur, in the prescribed format along with self-attested copies of educational/experience/category and/or any other relevant documents by registered/speed post on or before the closing date by 5:00 p.m. **Applications not in prescribed format and/or not accompanied by required information/documents or the Demand Draft wherever applicable or received after the closing date shall be liable to be rejected summarily.** The documents will be verified with original testimonials at the time of interview, if applicant called for.

5. If a candidate is applying for more than one position, separate application will be required to be filled-in by the candidates **along with separate fee**. The name of the post applied for should be clearly superscribed in BOLD LETTERS on the top of envelope.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview.
7. The Institute reserves the right to devise its criteria for short listing the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Candidates should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
8. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the requisite/relevant experience for short listing the candidates for interview.
9. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.
10. No interim correspondence or personal enquiries shall be entertained by the Institute.
11. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organisation etc. should send their applications through proper channel. They shall also be required to furnish a 'No Objection Certificate (NOC)' at the time of interview, if applicable. Compliance with this clause is mandatory.
12. During the process of selection, the Institute reserves the right to seek any other certificate including vigilance clearance in respect of the candidates already in service at any time.
13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
14. The age limit is relaxable for candidates belonging to SC/ST/OBC/PWD category as per Government of India's instructions for which applicants have to attach the requisite certificates.
15. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.



16. All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
17. Appointment orders issued by the Institute to the finally selected candidates shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of interview and the appointment. In case later on if it is found at any point of time that any of the facts/documents submitted by a candidate are falsified or tampered with or the candidate has doubtful antecedents / background and has suppressed the said information, then his/her candidature shall stand cancelled and his/her services may be terminated.
18. All appointments, except those made on deputation basis, shall be subjected to satisfactory completion of probation period. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
19. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
20. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
21. Correspondence, if any, from the Institute including interview call letter of the short listed candidates shall be sent to the e-mail ID provided by the candidate.