

**PUBLIC NOTICE**

**Advertisement for engagement of Consultants**

**Closing Date: 26.3.2018**

The Indian Institute of Management Sirmaur (IIMS) in the State of Himachal Pradesh is a statutory 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 amongst the newer Indian Institutes of Management set up in the year 2015 and is presently functioning from its well-equipped temporary campus located in Paonta Sahib, Himachal Pradesh.

IIMS invites applications from experienced, dynamic and senior professionals for engagement as Consultants on **contract basis** in the following areas –

- i) Consultant (Administration); and
- ii) Consultant (Finance)

**Consultant (Administration)**

Experience

Persons retired from the Central Government/autonomous bodies at least at the level of PB-3 with Grade Pay of Rs.7600 or equivalent and having a minimum of 15 years' of administrative experience, including at least 5 years as a Head of Administration.

Candidates must have thorough knowledge of Government of India's rules and norms on personnel management and administration, such as Fundamental Rules & Supplementary Rules (FR&SR), Conduct/Disciplinary/Leave/LTC/TA/Medical Attendance/House Building Advance Rules and General Financial Rules (GFR) etc. especially, those relating to recruitment/appointment.

Job Responsibilities

- To advise and prepare proposals for recruitment/appointment to various grades/positions, both teaching and non-teaching, through direct recruitment and deputation method, including short-term contract, in consonance with the Government of India's rules and regulations;
- To advise and help preparing reservation roster for filling up various posts as per Government of India's reservation guidelines;
- To draft notes/proposals for IIM's Board on various issues pertaining to the Institute;
- To prepare draft notification for constitution of various Committees including its terms of reference;
- To prepare draft advertisements for filling up various Faculty & Non-Faculty positions including draft offer letter of appointments;
- To prepare General Conditions of Service Regulations, Recruitment & Promotion Policy/Rules, Conduct & Disciplinary Rules, etc. for IIMS employees;
- To advise on procurement procedures and maintenance of office equipments;
- To advise and render necessary assistance for implementation of Official Language Policy of the Government of India;
- To advise in setting up of administrative systems and processes in institutional interest.

- To advise in administrative matters of general nature and oversee the recruitment and administrative processes.
- Any other matter that may be assigned by the Competent Authority of the Institute.

### **Consultant (Finance)**

#### **Experience**

Persons retired from the Central/State Government/autonomous bodies at least at the level of PB-3 with Grade Pay of Rs.6600 or equivalent and having a minimum 10 years' of experience in Finance & Accounts/Audit, including at least 5 years as Chief/Senior Accounts Officer/Financial Adviser & Chief Accounts Officer/Finance Officer or equivalent.

Candidates should have sound and thorough knowledge of Government of India's rules and procedures relating to finance and accounts/audit, management of funds, preparation of annual budget, appropriation and re-appropriation, internal audit, General Financial Rules (GFR), drawing and disbursement rules etc.

#### **Job Responsibilities**

- To prepare proposals for Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management;
- To help preparation and presentation of Annual Budget Estimates and Accounts of the Institute to the Finance Committee of the Board;
- To render necessary assistance for regulation of the individual claims in accordance with the Government of India's rules and orders;
- To advise on financial matters, interpretation of various rules & regulations and managing short term and long term investments of the Institute;
- To prepare proposals for appropriation and re-appropriation of funds and internal budget;
- To help ensuring timely conduct of internal audit/CAG audit and responding to audit queries;
- To ensure timely deposition of TDS, GST etc. and other legal compliances;
- To prepare utilization certificates and provide other information related to Finance and Accounts to the appropriate authorities
- To prepare balance sheet, income & expenditure statement, receipt and payments along with other requisite schedules; and
- To perform any other task or work associated with the finance and accounts that may be assigned by the Competent Authority of the Institute.

#### **How to apply**

Interested candidates fulfilling the eligibility criteria indicated in this advertisement may e-mail their detailed CV alongwith a copy of last pay/emoluments drawn to ([careers@iimsirmaur.ac.in](mailto:careers@iimsirmaur.ac.in)) on or before **26<sup>th</sup> March, 2018**.

#### **General guidelines**

1. Salary payable to the Consultants is negotiable. Adequate remuneration shall be given to the selected candidates, commensurate with their work experience and talents.
2. Consultants are proposed to be recruited initially for a period of one year, which is extendable for a period up to three years, based on the performance and the actual need/requirement of the Institute.
3. IIM Sirmaur reserves the right to shortlist the candidates as per the desirability and suitability. No correspondence in this regard will be entertained.

4. The shortlisted candidates shall be required to appear for an interview and the same shall be communicated to the shortlisted candidates only through email.
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 the interview.
6. TA will be paid to the shortlisted candidates for attending the Interview as per IIMS rules.
7. Selected candidates, if any, shall be required to join immediately.
8. The positions of the Consultants are based at IIMS Campus at Paonta Sahib (HP).
9. The aforesaid terms & conditions shall be supplementary, in addition to the terms of engagement as Consultant, which shall be communicated to the selected candidate, if any.
10. The Institute solely reserves its right not to fill the advertised positions without assigning any reason.