



**भारतीय प्रबंध संस्थान, सिरमौर**  
**Indian Institute of Management, Sirmaur**  
**Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P - 173025**

**(शिक्षा मंत्रालय, भारत सरकार के अधीन)**  
**(Under the aegis of Ministry of Education, Govt. of India)**

Recruitment Notification No.: 01 / 2023, date: February 08, 2023

**Walk- in-Interview**

**Advertisement for Non-Teaching posts (on contract)**

IIM Sirmaur is one of the newer institutions of the Indian Institute of Management family in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

A walk in interview shall be held for the following Non-Teaching posts (on contract basis)

- 1. Executive Engineer (Civil / Electrical) – One (On Contract)**
- 2. Assistant Engineer (Civil) – One (On Contract)**
- 3. Technical Assistant – One (On Contract)**

**The candidates who are interested may appear for “Walk-In-Interview” scheduled to be held on 25<sup>th</sup> February, 2023 at 1:00 PM.**

**Venue of the Interview:**

IIM Sirmaur, Conference Hall  
Rampur Ghat Road, Near Dental College  
Paonta Sahib, District Sirmaur,  
Himachal Pradesh-173025

## **Eligibility Criteria and Conditions**

### **1. Executive Engineer (Civil / Electrical) – (On Contract)**

No. of Post(s) -1

Mode of Appointment: Contractual for one year initially

Age Limit: 55 and 65 years for in-service and retired people respectively

Salary range: Rs. 75,000 to 85,000/- per month

#### **Qualification:**

##### ***Essential:***

First class Bachelor's degree Electrical/Civil Engineering

##### ***Desirable:***

1. Master's Degree in Construction Management / Structural Engineering/ Civil Engineering/ Electrical Engineering or equivalent.
2. Good knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.

#### **Experience:**

- Experience of campus construction/project management with 8 years at the level of Assistant Engineer or equivalent position;  
Or  
5 years of experience as Assistant Executive Engineer or equivalent position in reputed Govt. Institutions/ Public Works Organisations / PSUs/Reputed firms etc., dealing in construction of building projects as per Govt. / CPWD norms.

#### **Essential Skills:**

- Knowledge of CPWD rules, regulations and procedures,
- Project planning, execution, monitoring
- Project related office
- Tender preparation

## **2. Assistant Engineer (Civil) –(On Contract)**

No. of post: 01

Mode of Appointment: Contractual for one year initially

Age limit: 55 and 65 years for in-service and retired people respectively

Salary range: Rs. 50,000 to 60,000/- per month

### **Qualification:**

#### ***Essential:***

Bachelor's Degree in Civil Engineering from a recognized university/institute

#### ***Desirable:***

1. Master's Degree in Construction Management / Structural Engineering/ Civil Engineering

### **Experience:**

- At least 3 years' experience in execution and supervision of civil construction work and/ or civil maintenance of office buildings/ commercial buildings/ residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works, etc.
- Good knowledge of MS Office., Auto CAD, STAD Pro, MS Project, Prime Vera etc.

### **Essential Skills:**

- Knowledge of CPWD rules, regulations and procedures.
- Knowledge of General Financial Rules (GFR) 2017.
- Knowledge of PERT/CPM, Project planning & management, Budgeting, Cost & material reconciliation, MIS generation, Technical scenario planning, Understanding of Budgeting, and costing in large estate, Tendering procedures.
- Proficiency in MS Office, excel & e-mail etc.

## **3. Technical Assistant –(On Contract)**

**No. of Post(s): 1**

**Age Limit : 35**

**Salary range: Rs. 30,000 to 35,000/- per month**

### **Qualifications:**

**Essential:**

Diploma in Civil/Mech./Electrical Engineering or Bachelor's of Science Degree with at least 55% marks with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.

**Desirable:**

1. B Tech in Engineering or Master's Degree in Science

**Experience:**

- 3 years of relevant experience in handling Estate Office works, drawings & equipment / knowledge of computer applications in any Central / State Govt. or similar organized services / Semi Govt. i PSU / Govt. Autonomous organization / Govt. Universities / Govt. Institute of National Importance.

**Essential Skills:**

- Shorthand knowledge and stenography
- Proper File and estate section drawing and document maintenance
- Handling of Estate and maintenance office compliances

**Note: For all posts, retired persons may also apply for the post Executive Engineer (Civil/Elect.) and Assistant Engineer (Civil). Preference will be given to persons who served in Government Organizations / PSU / Centrally funded educational institutes / Private Organizations of repute.**

**GENERAL CONDITIONS:**

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement
3. Candidates should produce the following certificates / documents in ORIGINAL at the time of interview: -
  - a) Proof for Date of Birth (Birth Certificate or SSLC / Matriculation Mark Sheet);
  - b) Certificate in proof of possessing notified professional qualification (Degree / Diploma / Certificate in the notified branch of Engineering);
  - c) Experience Certificate / documents in proof of having mentioned experience in the notified area.
4. Mere fulfilling of the minimum qualification and experience requirements will not confer any right on the candidates for being called for their selection.

5. The decision of the Competent Authority at IIM Sirmaur in all matters relating to eligibility, acceptance or rejection of any application, fixing the eligibility criteria, equivalence of qualifications, conduct of interview, mode of selection will be final and binding on the candidates.
6. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. are required to submit relieving certificate from previous employer, if selected for appointment. Compliance with this clause is mandatory.
7. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
8. 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.
9. Appointment orders issued by the Institute 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 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 shall stand cancelled and services may be terminated without any notice.
10. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
11. No TA/DA and/or any other reimbursement shall be provided for attending the interview.
12. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
13. Legal disputes if any will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.
14. The Institute reserves the right to reject any application without assigning any reason whatsoever.
15. The Institute also reserves the right to extend the closing date for receipt of applications.
16. 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.

17. Candidates are advised to visit the Institute Website ([www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)) regularly for updates, if any.
18. The engagement shall be purely on contractual basis for a period of one year, extendable on year to year basis depending upon the requirement of the Institute.
19. For clarification, **the applicants may contact (Mob) : 9805259507 on all working days from Monday to Friday between 1100 AM to 0500 PM.**

Director  
IIM Sirmaur