



Notification No.: 01/ 2024, dated: January 28, 2024

Walk-in Interview on Contract Basis Through Outsource Agency

Indian Institute of Management Sirmaur (IIM Sirmaur) is set up by the Ministry of Education in 2015. The Institute is looking for suitable candidates to fill up following vacancies purely on contract basis through outsource agency:

Sr. No.	Name & Number of Contractual Posts	Qualification	Experience	Duties	Age Limit
1.	Purchase Assistant – 1	Graduation (Regular) with 50% Marks	2 Years relevant experience in Purchase Area with computer proficiency	Duties of a Purchase Assistant include process requisitions, communication with vendors, tracking orders, prepare tender documents, uploading tenders in portals e.g. GeM & CPP, evaluating offers, maintaining records, preparing purchase registers and liaising with all departments for smooth functioning.	30
2.	Office Assistant – 2		2 Years relevant experience in Office Management with computer proficiency	Duties of an Office Assistant include maintenance of office files and records, preparation of inter-office documents, drafting of letters, memos and reports, drafting of mails, retrieval and processing of data, maintenance of different registers etc.	30
3.	Academic Associates – 5	Post Graduation (Regular) with 50% Marks preferably MBA	1 Year academic experience with computer proficiency (MS Office) and good command in English communication (verbal & written). Candidates who are aspiring for Ph.D. can also apply.	Under the directions of the Chair (PGP/DPR), Academic Associates typically are responsible for managing classrooms, monitoring and collecting assignments of students, preparing course materials, administering examinations, assessing student performance, assisting in course grades and/or research work as and when required by the concerned office.	30

Salary: As per the daily wage rates of Ministry of Labour, Government of India.

Note: Eligible candidates are advised to bring their updated CV along-with all relevant educational and experience certificates on the date of walk-in interview. Candidates are also advised to ensure the prescribed eligibility criteria e.g. education, experience and age limit for the above-mentioned posts.

Walk-in Interview Date and Time : February 02 (Friday), 2024 at 11:00 AM.

Venue: IIM Sirmaur Campus