

Walk-in Interview

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/ outsource basis:

Sr. No.	Name & Number of Posts	Qualification	Experience	Duties	Age Limit
1.	Assistant – 4 (through outsource agency) (i) Student Affairs (01) (ii) Hostel & Mess (01) (iii) CMDP (01) (iv) Academic (01)	Graduation (Regular) with 50% Marks.	2 Years relevant experience with computer proficiency.	Duties of an Assistant include maintenance of office files and records, preparation of inter-office documents, drafting of letters, memos, and reports, drafting of mail, retrieval and processing of data, maintenance of different registers, 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
2	Assistant – 1 (through outsource agency) (i) IT (01)	3-year Engineering Diploma (CSE/IT) OR BCA	2 Years relevant experience	Supporting IT facilities of the institute, handling Audio-Visual equipment, computer peripherals and other basic ICT equipment	30
3	Nurse/ Pharmacist – 1 (Male) (Outsource Agency)	B. Sc. (Nursing)/ B. Pharma/ D. Pharma	1 - 2 Years of relevant experience	Looking after basic medical care of students and will be responsible for Night Shift Duty at the Permanent Campus.	35

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

Note: Eligible candidates are advised to bring their updated CVs along with all relevant educational and experience certificates on the date of the walk-in interview. Candidates should ensure they meet the prescribed eligibility criteria, including education, experience, and age limits, for the advertised positions. The recruitment process may include a written test and a personal interview. Candidates who qualify in the written test will be invited for personal interviews on the same day.

Walk-in-interview Date and Time: August 05, 2024, and August 06, 2024 at 11:00 AM.

Venue: IIM Sirmaur Campus, Dhaulta Kuan, Distt. Sirmaur (H.P.) - 173021