



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

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 Advertisement No.: 02/2021

Ref. No.: IIMS/Personnel/754 /2020

Date: 23/02/2021

VACANCIES

Advertisement for Regular Non-Teaching Posts

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 Education, 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 a regular and deputation basis. The applications, in the prescribed format available on the Institute's website www.iimsirmaur.ac.in, along with photocopies of all supporting certificates/documents and the Demand Draft should reach the Institute latest by **March 30, 2021**.

1. Chief Administrative Officer (CAO) - 01(UR): Level-12 Rs.78800-209200 + usual allowances

Direct Recruitment

Essential

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

- (i) A minimum of 10 years' relevant experience, including at least 3 years' experience in an officer 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 (7th CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6th CPC) or (iii) having at least 8 years' experience in Level-10 (7th CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6th 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 a 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 the discharge of their academic duties and functions; and
- v) Any other work or task that may be assigned by the Director from time to time.

CAO will report to the Director.

2. Financial Adviser & Chief Accounts Officer (FA&CAO) - 01(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 / possesses any one of the qualifications - CA or ICWA.
- (ii) A minimum of 8 years' relevant experience including 3 years' experience in an officer 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 the ability to work independently for accounting/auditing/budgeting matters. Adequate knowledge of General Financial Rules and Government's financial norms and codes.

Age: Preferably below 45 years

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.

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

Direct Recruitment

Essential

- (i) Master's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- (ii) 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

- (i) Good English communication skills, good working knowledge of computers, accounting & budget.
- (ii) Candidates with good liasioning / networking skills with corporates and having experience in academic institutions of national importance / other renowned institutions will be preferred.

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

4. Junior Engineer (Electrical) - 1(UR): Level-6 Rs.35400-112400 + usual allowances

Direct Recruitment

Essential

- i) Bachelor's Degree in Electrical Engineering from a recognized University/Institute with at least 55% marks.
- ii) A minimum of 3 years' work experience in the relevant field.

Age: Preferably below 35 years

Job Responsibilities

- i) To ensure proper tendering procedures, documentation related to electrical work and overseeing the execution of all the electrical-related tasks/works from time to time;
- ii) To oversee and take care of the maintenance of large Electrical/Mechanical Works, Project process and activity of all proposed institute buildings & fixtures and ensure strict adherence to electrical specifications, safety standards and all statutory/mandatory compliances;
- iii) To ensure maintenance of Refrigeration and Air-conditioning maintenance/ Testing/ Industry/plant/etc.
- iv) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies related to electrical work; and
- v) Any other work that may be assigned by the Competent Authority.

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

5. Accountant - 1(UR): Level-6 Rs.35400-112400 + usual allowances

Direct Recruitment

Essential:

- i) Master's Degree in Commerce with 55% marks from any recognized University/Institution/ CA/ICWA.

- ii) At least 3 years of relevant work experience.

Age: Preferably below 35 years

Job Responsibilities:

Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting etc. A successful applicant is expected to manage the Finance and Accounts office and advise Director on managing funds. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have a thorough knowledge of updated Tally software. Any other relevant work may be assigned by the Competent Authority from time to time.

Accountant will report to the Finance Officer/FA Cum CAO and/or any other Official authorized by Director.

6. Lab Assistant (IT) - 1 (UR): Level-6 Rs.35400-112400 + usual allowances

Direct Recruitment

Essential

- i) Bachelor Degree in IT or Computer Applications/Computer Science **with at least 55% marks or equivalent** from any recognized University/ Institute.
- ii) At least 3 years of relevant work experience.

Age: Preferably below 35 years

Job Responsibilities

- (i) To be responsible for handling computer Lab, repairs and maintenance of computers, computer peripherals and replacement;
- (ii) To maintain the IT infrastructure in Class Rooms, Exam Halls, Auditorium and Computer Lab;
- (iii) To handle Audio-Visual equipment's of the Institute;
- (iv) To keep record of the IT Infrastructure, computer peripherals, audio visual equipment's and IT related assets;
- (v) Any other task assigned by the Competent Authority from time to time.

Lab Assistant will report to the System Analyst/Chair CAC Chair and/or any other Official authorized by Director.

7. Junior Office Assistant - 05 (UR-04, OBC-01): Level-5 Rs.29200-92300 + usual allowances

Direct Recruitment

Essential:

- i) Bachelor's Degree in any discipline with 55% marks from any recognized University/Institution.

Age: Preferably below 30 years

Job Responsibilities:

To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The successful candidates shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks etc. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time.

Junior Office Assistant will report to the respective officer of the departments and/or any other Official authorized by Director.

8. Junior Accountant - 02 (UR): Level-5, Rs.29200-92300 + usual allowances

Direct Recruitment

Essential:

Bachelor's Degree in Commerce with 55% marks from any recognized University/Institution.

Age: Preferably below 30 years

Job Responsibilities:

Maintenance of accounts, disbursement, investment, statutory auditing coordination, preparing budget estimates, tax compliance, processing of bills, budgeting etc. A

successful applicant is expected to manage the Finance and Accounts office and advise Director on managing funds. The candidate should be well versed with General Financial Rules (GFR) and FR & SR of GoI. He/she should have thorough knowledge of updated Tally software. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time.

Junior Accountant will report to the Accountant and/or any other Official authorized by Director.

How to Apply:

Candidates are required to apply online on the Institute's website www.iimsirmaur.ac.in by **March 24, 2021** and send the ink signed hard copy of the submitted online applications by **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 March 30, 2021**.

**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 "Indian Institute of Management Sirmaur"** payable at **"Paonta Sahib"**.

Applications submitted other than online mode against this advertisement will not be considered.

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 Education, 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 online applications i.e. **March 24, 2021**. 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 the hard copy of submitted online applications in a sealed envelope superscribed as "**Application for the post of -----**". Duly ink signed hard copy of submitted online applications along with self-attested copies of educational/experience/category and/or any other relevant documents should reach IIM Sirmaur by registered/speed post on or before **March 30, 2021 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 test/ interview if the applicant called for.

5. If a candidate is applying for more than one position, a separate application will be required to be filled-in by the candidates **along with separate fee**. The fee once paid will not be refunded or re-adjusted under any circumstances. The name of the post applied for should be clearly super scribed 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 test /interview, wherever applicable.

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 online 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. The Institute also reserves the right to after contractual assignment in Group-A position if no candidates found suitable for regular assignments.

8. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.

9. The Institute also reserves the right of rejecting any or all the application without assigning any reason.

10. Institute reserves the right to call only the requisite number of candidates for written/Trade Test/ Interview after shortlisting with reference to the candidate's qualification, suitability and experience, etc.

11. 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 shortlisting the candidates for test/interview.
12. 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.
13. No interim correspondence or personal enquiries shall be entertained by the Institute.
14. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. should send their applications through proper channel. They shall also be required to furnish a '**No Objection Certificate (NOC)**' at the time of test /interview, if applicable. **Compliance with this clause is mandatory.** Candidates desirous to be considered under deputation basis shall also route their application through proper channel. **Direct application from such candidates will not be entertained.**
15. 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.
16. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for submission of online applications i.e. March 24, 2021.
17. The age limit is relaxable for candidates belonging to SC/ST/OBC/PWD category as per Government of India instructions, for which applicants have to attach the requisite certificates issued by the competent authority, in support of their claim.
18. 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.
19. Appointment orders issued by the Institute to the finally selected candidates shall be provisional. The Institute shall verify the antecedents and 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 test /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.

20. 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 in this regard.

21. Addendum/deletion/corrigendum (if any) shall be posted on the Institute Website only. No TA/DA will be paid for appearing in the selection Process or Written / Trade Test and Interview.

22. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.

23. Correspondence, if any, from the Institute including test / interview call letter of the short listed candidates shall be sent to the e-mail ID provided by the candidate on the online application.

24. Incomplete applications or application without self-attested copies of certificates and other required document or received after the last date are liable to be rejected.

25. Women candidates are encouraged to apply to promote gender diversity.

26. Institute will not be responsible for any postal delay.

Sd/-