



IIM SIRMAUR  
KNOWLEDGE . LEADERSHIP

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

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)  
(Under the aegis of Ministry of HRD, Govt. of India)

**Recruitment Advertisement No.- 03/ 2019**

Ref. No.: IIMS/Personnel/Rect / 03 /2019

Date: June 17, 2019

**VACANCIES**

**Advertisement for Non-Teaching Posts**

**Last date of receiving the online applications: July 22, 2019 upto 11:59 p.m.**

**Last date of receiving the hard copy of the online applications: July 26, 2019.**

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 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 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 regular basis. The candidates are required to apply online on the Institute's website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) by July 22, 2019, and send the hard copies of online application along with photocopies of all supporting certificates/documents and the Demand Draft so as to reach the Institute latest by July 26, 2019.

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

### a. Direct Recruitment

#### **Essential**

- (i) Master's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- (ii) A minimum of 10 years' relevant experience, including at least 3 years' experience in a supervisory 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.

### b. 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 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6<sup>th</sup> CPC) or (iii) having at least 8 years' experience in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6<sup>th</sup> 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.

### c. Contractual (on consolidated basis)

#### **Essential**

- (i) Master's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- (ii) A minimum of 10 years' relevant experience, including at least 3 years' experience in a supervisory role/head of an administrative unit in Central/State Government Organizations/PSUs/Universities/Autonomous.
- (iii) Bodies/Centrally Funded Institutions/Deemed University/Private Higher Education Institutes of national repute.

## **Desirable**

Professionals (including those retired) having experience (in CFTIs) of handling day to day operations, infrastructure management & upkeep, liaising with students, supporting faculty etc. may apply for contractual/ consolidated basis.

**Age:** Preferably below 50 years for direct recruitment and below 56 years for deputation. However, candidates applying for contract position should be preferably below 62 years.

The post of the Chief Administrative Officer will be filled on tenure basis for a period of 3 years, extendable up to 5 years (for Direct Recruitment & Deputation).

## **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 discharge of their academic duties and functions; and
- v) Any other work or task that may be assigned by the Institute from time to time.

CAO will report to the Director.

## **2. Financial Adviser & Chief Accounts Officer (FA&CAO) -1(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 a supervisory role/Unit Head of Budget & Accounts in Central/State
- (iii) 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 ability to work independently for accounting/auditing/budgeting matters

Adequate knowledge of General Financial Rules and Government's financial norms and codes.

## Deputation

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) at least 5 years of experience in a post in Level-10 (7<sup>th</sup> CPC) corresponding to PB-3 with Grade pay of Rs.5400 or (iii) at least 6 years of experience in a post in Level-8 (7<sup>th</sup> CPC) corresponding to PB-2 with Grade Pay of Rs.4800 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 45 years for direct recruitment and below 56 years for deputation

## **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 (having independent charge of department/s) 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) Candidates having Master's in Management and / or experience in academic institutes of national importance or other renowned academic institutes will be preferred.
- (ii) Candidates with good English communication skills, in depth working knowledge of computers and software such as OLT/LMS/ Moodle, ERP etc. will be preferred.
- (iii) Candidates with good liaising & networking skills and having experience of coordinating / managing doctoral programmes, executive programmes, management development programmes (MDPs) etc. will be preferred.

**Age:** Preferably below 45 years

### **Job Responsibilities**

- i) Handling of day to day operations / activities of MBA/ Executive/ Doctoral programmes such as preparation of academic calendar and area teaching plans, scheduling of classes, conduct of exams, results preparation and student matters etc.
- ii) Extending administrative support to Deans & Chairpersons of Academic Programs.
- iii) Any tasks related to management of academic programmes.
- iv) Any other work/task that may be assigned by the Institute from time to time.

Administrative Officer shall report to CAO/respective Chairpersons / Director.

## **4. System Analyst- 1(UR): Level-10 Rs.56100-177500 + usual allowances**

### Direct Recruitment

#### **Essential**

- (i) Master's Degree in Computer Applications (MCA)/ Master's in Computer Science / Information Technology from a recognized University/Institute with at least 55% marks.

- (ii) Minimum experience of 5 years in relevant field of Programming/Information System/ Maintaining systems & IT Network Administration in a Government Office/ PSU/ Statutory Body/ Central/State Government Organizations/Universities/Autonomous bodies/Centrally Funded Institutions/ Private Higher Education Institutes of national repute/ renowned corporate firms.

### **Desirable**

- (i) Candidates with experience of having worked with academic / research institutes will be preferred.
- (ii) Candidates with experience of having independent charge, setup of IT Systems, ERP Systems, Computer Labs, Service Configuration & Networking etc. will be preferred.
- (iii) Candidates with additional qualifications / certifications in the relevant field of networking, maintenance, programming etc. will be preferred.

**Age Limit:** Preferably below 45 years

### **Job Responsibilities**

- (i) To ensure compliance with data integrity and security policies;
- (ii) To verify and ensure correctness of data wherever necessary;
- (iii) To ensure proper implementation and maintenance of IT Infrastructure.
- (iv) To coordinate with all institutional stakeholders (students, faculty, admin etc.) and government agencies (like NKN etc.) in order to ensure smooth functioning of IT services.
- (v) To provide advice and recommendations on improvements in methods, systems and procedures related to IT setups.
- (vi) To maintain and upkeep the Institutional website as per GIGW norms of GoI.
- (vii) To coordinate the procurement of IT Equipment & allied infrastructure.
- (viii) Any other task assigned by the Institute from time to time.

## **5. Assistant Engineer (Civil & Estates) - 1(UR): Level-10 Rs.56100-177500 + usual allowances**

### Direct Recruitment

#### **Essential**

- (i) Bachelor Degree in Civil Engineering from a recognized University/Institute with at least 55% marks.
- (ii) 7 years' of relevant experience out of which 5 years' should be as Junior Engineer (with grade pay of 4200 in PB-2) in Government/public sector/autonomous body etc. /private sector company of repute.

## **Desirable**

- (i) Candidates with expertise in using software relevant to the job profile/proficiency in the use of computer applications will be preferred.
- (ii) Candidates having master's degree in relevant field will be preferred.
- (iii) Candidates with experience in coordination and supervision of construction and maintenance of civil works in CPWD / State PWD / Semi-government/ PSU/ academic institutes of national importance/ other renowned academic institutes will be preferred.

**Age Limit:** Preferably below 45 years

## **Job Responsibilities**

- (i) To ensure proper tendering procedures, documentation related to construction activity, maintenance and overseeing the execution of all the project-related tasks/works from time to time;
- (ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications & safety standards and all statutory/mandatory compliances ;
- (iii) To maintain close liaison with the Project Management Committee (PMC), Building and Works Committee (BWC), Project Consultant and other agencies related to development of campus;
- (iv) Should have knowledge of CPWD rules / manual.
- (v) Any other work that may be assigned by the Competent Authority from time to time.

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

### Direct Recruitment

#### **Essential:**

- (i) Master's Degree in Commerce (from any recognized University/Institution) with at least 55 % marks / possesses any one of the qualifications – CA or ICWA.
- (ii) Minimum 3 years' experience of working in accounts department in Government Office/ PSU/ Statutory Body/ Central / State Government Organizations/Universities/Autonomous bodies/Centrally Funded Institutions/ Private Higher Education Institutes of national repute dealing with matters relating to Finance & Accounts e.g. maintenance of accounts, processing of bills, maintenance of Cash Book, handling of cash and other related matters.

## **Job Responsibilities**

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

**Age Limit: 35 years**

## **7. Office Assistant - 1(OBC): Level-6 Rs.35400-112400 + usual allowances**

### Direct Recruitment

#### **Essential:**

- (i) Bachelor's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- (ii) Minimum 3 years of relevant experience of having worked in an academic and/or research Institution/Central/State Govt. organization/Autonomous bodies/reputed corporate firms.

## **Job Responsibilities**

- (i) To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities.
- (ii) 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.
- (iii) The candidate should be proficient in office management software with excellent typing and drafting skills.
- (iv) Candidates are expected to be fluent in communication skills both written and spoken.



- (v) Any other relevant work may be assigned by the Competent Authority from time to time.

**Age Limit: 35 years**

## **8. Logistics & Estates Assistant– 1(UR): Level-6 Rs.35400-112400 + usual allowances**

### Direct Recruitment

#### **Essential**

- (i) Bachelor's Degree in any discipline from a recognized University/ Institute with at least 55% marks.
- (ii) At least 3 years' of relevant experience in academic and/or research Institution/Central/State Govt. organization/Autonomous bodies/ reputed corporate firms.

#### **Job Responsibilities**

- (i) Ensure all travel and accommodation arrangements associated with the day to day operations of the Institute.
- (ii) Maintenance and upkeep of Institutional infrastructure, estates and properties.
- (iii) To assist and coordinate in the processes related to procurement and tendering of services, estates, properties, transportation, hospitality etc.
- (iv) Any other task assigned by the Institute from time to time.

**Age Limit: 35 years**

#### How to Apply:

Candidates are required to apply online on the Institute's website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) by **July 22, 2019** and send the online applications by **only 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 July 26, 2019:**

**The Director,  
Indian Institute of Management, Sirmaur  
Rampur Ghat Road, Paonta Sahib, Dist. 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 Director, Indian Institute of Management, Sirmaur payable at Paonta Sahib.**

## 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 Human Resource Development, 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 the online applications i.e. July 22, 2019**. They are advised to ensure their eligibility before applying for a post. No enquiry asking for advice as to eligibility will be entertained. **The last date of receipt of hard copies of the on-line applications submitted along with the DD is July 26, 2019.**
4. It will be mandatory for all the applicants to send their applications in a sealed envelope superscribed as **"Application for the post of -----"**. Applications should reach IIM Sirmaur, in the prescribed format along with self-attested copies of educational/experience/category and/or any other relevant documents by registered/speed post on or before the closing date. **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 interview, wherever applicable if applicant called for.
5. If a candidate is applying for more than one position, separate application will be required to be filled-in by the candidates **along with separate application fee**. The name of the post applied for should be clearly superscribed 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 interview, wherever applicable.
7. The Institute reserves the right to devise its criteria for shortlisting 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 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 offer contractual assignment in Group-A positions, if no candidates found suitable for regular assignment.
8. 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 short listing the candidates for interview etc.

9. 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.
10. No interim correspondence or personal enquiries shall be entertained by the Institute.
11. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organisation etc. on regular appointment should send their applications through proper channel. They shall also be required to furnish a 'No Objection Certificate (NOC)' at the time of interview, if applicable. Compliance with this clause is mandatory.
12. 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.
13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
14. The age limit is relaxable for candidates belonging to SC/ST/OBC/PWD category as per Government of India's instructions for which applicants have to attach the requisite certificates.
15. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
16. 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.
17. Appointment orders issued by the Institute to the finally selected candidates 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 (wherever applicable) 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.
18. 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.

19. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
20. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
21. Correspondence, if any, from the Institute including interview call letter of the shortlisted candidates shall be sent to the e-mail ID provided by the candidate.