



Indian Institute of Management Udaipur
भारतीय प्रबंधन संस्थान उदयपुर

May 26, 2015

RECRUITMENT: IIMU-2015/MAY-1

LIBRARIAN

- **Post 01**

(Pay scale Rs 15600-39100 PB-3 +GP Rs 7600)

Qualification and experience: A Ph.D. degree in Library Science/ Information Science/ Documentation with atleast 55% of marks or its equivalent grade of 'B' in the UGC seven point scale with five years relevant experience and consistent good academic record with knowledge of computerization of library.

Age : Maximum 45 years as on the last date for receiving application.

ADMINISTRATIVE OFFICER

- **Post 02**

(Pay scale Rs 9300-34800 PB-2 + GP Rs 5400/-)

Qualification and experience: Graduate/Post-graduate degree from a reputed University with preferably having a work experience of five years in administration in a reputed organization preferably a institute of national fame. Candidates with higher experience and qualification will be given preference.

Age : Maximum 35 years as on the last date for receiving application.

JUNIOR ENGINEER (CIVIL)

- **Post 01**

(Pay scale Rs 9300-34800 PB-2 + GP Rs 4200/-)

Qualification and experience: A Bachelor's Degree in Civil Engineering from a recognized University with five years of experience in design and systems and construction of building, roads, sanitary and water supply systems including maintenance of the same.

Age : Maximum 35 years as on the last date for receiving application.

General Instructions

1. Applications to be forwarded in a sealed envelope, clearly specifying the Post on top of the envelope in capital letters in English.
2. Applications in Prescribed Format complete in all respects along with self-attested copies of certificates (including experience certificate) and marksheets starting from matriculation should reach at the below mentioned address on or before **June 16, 2015 by 5.00 PM.**

**Chief of Administration,
Indian Institute of Management (IIM) Udaipur,
MLSU Campus, Udaipur-313001, Rajasthan.**

3. Applications received after due date or without Prescribed Format will not be considered. No acknowledgement of the receipt will be sent.
4. None of the fill in the blanks / boxes in the application form are supposed to be left empty in case there are any blanks which are not applicable then they should be clearly marked as not applicable.
5. Separate application should be submitted for each post along with copies of relevant certificates and Demand Draft for each post separately. Demand Draft of Rs.200/- for General Category and Rs.100/- for SC/ST/NC-OBC/DAP-PWD in favour of Indian Institute of Management Udaipur, Payable at Udaipur.
6. Post carry dearness allowance, grade pay and other allowances as applicable to Autonomous Bodies under Central Government.
7. Preferably the candidate should be in equivalent position.
8. Experience is relax able in case of higher qualification.
9. The power to relax, qualification, experience, scale of pay, age, advance increment and other matters connected with different categories of post shall vest with the director. The action taken by the Institute in such cases are final and binding.
10. Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel. However, advance copy of application can be forwarded.
11. Only shortlisted candidates will be called for interview.
12. No queries on the status of application/interview/selection will be entertained.
13. Canvassing in any form by the candidate will lead to disqualification.

14. Original Certificates/marksheets should be produced at the time of the interview.
15. Application fee once paid shall not be refunded under any circumstances.
16. The candidates belonging to SC/ST/NC-OBC/DAP-PWD categories are required to submit their latest respective caste/disability certificates in the format prescribed by the Govt. of India.
17. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the 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 services can be terminated.
18. Mere fulfilling of the minimum qualifications/eligibility and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
19. The Institute reserves the right to offer a post at a level lower than that applied for, depending upon the qualification, experience and performance of the candidates or not to fill up any of the advertised posts, without assigning any reasons or decide criteria / procedure for short listing of the candidates.
20. There will be a two years probationary period, in all the subject jobs, in which at any time the institute can dismiss the services with one month notice without assigning any reason.
21. The Institute will not be responsible for any postal delay.
22. The last date of submission of application is **June 16, 2015 by 5.00 PM.**
23. The age prescribed shall be as on the last date for receiving application. Relaxable in case of SC/ST/NC-OBC/DAP-PWD candidates as per Govt. of India rules.
24. In case of any disputes/suites or legal proceedings, the Jurisdiction shall be restricted to the Courts of the Udaipur only.