



INDIAN INSTITUTE OF MANAGEMENT RANCHI
RANCHI - 834008 : JHARKHAND
PHONE : 0651-2280083, 2280113, 2285056,
FAX :0651-2280940

Online applications from eligible Indian Nationals are invited for appointment to the post of **Head (Admissions)**.

Details about qualifications/experience/application fees/Online Links etc. for the above post is available at IIM Ranchi website:
<https://www.iimranchi.ac.in/careers/non-teaching>.

Chief Administrative Officer

Advt. No. IIMR/HR/RECRUITMENT/2016 Dated 27.12.2016

Head (Admissions) – On Contract (03 Years which may be extended)

Mode of Appointment: Candidates will be considered for contract position for a period of 03 (Three) Years which may be extended. A consolidated salary will be fixed commensurate with qualification and experience.

Qualification: Post graduate degree preferably in Management.

Experience: Work experience of 12 years in Management Institute/University. The candidate must be aware of the entire admissions work in an educational institute. Good communication skills (both oral and written). Exposure to handling advanced tools in MS Excel. Preference will be given to candidates having experience in CAT admission process.

Age: Not exceeding 45 years on the date of advertisement.

Functions: The Head (Admissions) will take care of the Admissions Process of all courses in the Institute. He /She will be responsible for close coordination with Chairperson-Admissions and other members of the Admissions Committee. He/ She will take care of all the administrative requirements of the Admissions Committee.

The ideal candidate will possess strong technical knowledge of functions and technology; very high on integrity; a passion for creating a high performing organization with a strong commitment to service and accountability.

The Candidate selected for the appointment can be transferred/ side stepped to any other appointment as part of job rotation.

Salary: Commensurate with Experience.

GENERAL INFORMATION / CONDITIONS RELATED TO ADVERTISED POSITION

1. The above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
2. **Mode of Appointment:**
 - a) Candidates are requested to Apply Online through our website <https://www.iimranchi.ac.in/careers/non-teaching> within 15 days from the date of advertisement i.e. 11 January, 2017 up to 06:00 p.m. Candidates should pay Application fee of Rs.500/- (**Non Refundable**) for General & OBC candidates through NEFT/Transfer in the Saving Account No. 115001000244 of IIM, Ranchi, (ICICI Bank Ranchi, Ratu Road Branch, Modi Heights, Shop No#05&06, Ranchi, IFS Code ICIC0001150).+
 - b) The UTR No. / Transaction No. / Reference No. generated after payment must be mandatorily mentioned in the online application form.
 - c) Candidates should take a print out of the filled in application forms, affix their photographs, signatures along with Updated Resume and sent it to the following address **so as to reach by 21 January, 2017 up to 06:00 p.m :**

Administrative Officer - Personnel,
I.I.M Ranchi
Suchna Bhawan, Meur's Road,
Audrey House Campus,
Ranchi-834008
Email : hr@iimranchi.ac.in
3. SC/ST candidates are exempted from the application fee.
4. Those who are in regular service in Government / Public Sector Establishments / Autonomous Institutions will be required to produce a No Objection Certificate, if called for interview.
5. The Institute solely reserves the right not to fill the advertised position without assigning any reason. The Institute will also reserve the right to limit the total number of candidates to be called for interview. The decision of the Institute in this regard will be final.
6. 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.
7. Only shortlisted applicants will be contacted.
8. Selected applicants will be required to join the Institute immediately.
9. Travel fare (2nd AC) will be reimbursed on production of train tickets to shortlisted candidates to attend for interview process.
10. Applicants are required to bring all Original Certificates of their Academic and Professional Qualifications and Work Experience for verification on the date of interview. Applicants are also required to bring their Salary Slip at the time of interview.
11. Incomplete applications will not be considered for shortlisting the candidates.
12. Relevant experience is required to be filled only under column of experience.

13. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
14. The Institute reserves the right to reject any application / candidature at any stage of the recruitment process without assigning any reason(s).
15. 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.
16. Canvassing in any form will be result in disqualification.
17. For Prescribed Application Format please click in <https://www.iimranchi.ac.in/careers/non-teaching>