

Advertisement No.EST-II/A-02/2018/001

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Career Opportunities

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under Ministry of Human Resource Development, Government of India. The Institute offers a congenial and professional working environment. The Institute invites applications for the following non-teaching positions:

S.No	Designation	Grade Pay (as per 6th CPC)	No. of Posts	Reservation
1	Chief Administrative Officer (on contract)	7600	1	UR-1
2	Senior Administrative Officer	6600	2	NC-OBC-1, UR-1
3	Administrative Officer	5400	2	UR-2
4	Administrative Officer (Accounts)	5400	1	UR-1
5	Manager – Executive Education (on contract)	Consolidated	1	General
6	Junior Assistant	2400	1	PWD (UR)-1

Category: UR – Unreserved, NC-OBC – Non-Creamy Other Backward Class, SC – Scheduled Caste; PWD – Persons with Disability.

For the right candidate higher start within the scale may be considered. The Institute encourages people from Government/PSUs/Autonomous Institutes to join on deputation.

There is likelihood of pay revision as per 7th CPC.

For full details regarding qualifications, experience, job profile, terms & conditions, and other requirements, please visit our website: www.iimtrichy.ac.in.

Application can be submitted online in IIM Trichy website on or before 15th February 2018.

Non-Teaching posts in IIM Tiruchirappalli

1 Chief Administrative Officer (CAO) On Contract– One post

Tenure: Initial appointment will be for a period of 2 years. The contract may be extended annually. However, the total service period cannot exceed five years.

Pay Scale: Consolidated salary will be fixed corresponding to PB-3 Rs.15600-39100 plus Grade Pay Rs.7600

Upper Age Limit: 60 years. For exceptionally qualified / experienced candidates, the age limit of 60 years may be relaxed.

Qualification:

Essential:

- 1 Post-graduate degree in any discipline with at least Second Class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Law / Management (MBA) from a reputed University / Institute OR Engineering graduates with a degree / diploma in management.
- 2 Should be excellent in oral and written communication in English.
- 3 Should be proficient in man-management with excellent interpersonal skills.

Desirable: Proficiency in computer operations (MS Windows & MS Office) and Internet.

Experience:

Essential: At least 15 years of post-qualification experience in heading administration of a government department or reputed Management Education Institute / University / College / Commercial organization of national / international repute, out of which at least 10 years in the level of Senior Administrative Officer.

Desirable: Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.6,600 or above will be preferred.

Job Profile:

Chief Administrative Officer at IIM Tiruchirappalli should be dynamic, self-motivated professional to provide total administrative support for all the activities of the Institute.

The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The CAO is required to lead a team of officers in the Institute and guide them in their day-to-day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, and contract services. He will be responsible for conducting the Board and Society

meetings and follow-ups. *He must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.* He will also act as the First Appellate Authority under the RTI Act, 2005.

2 Senior Administrative Officer – Two posts

Pay Scale: PB-3 Rs.15600-39100 + GP 6600

Upper Age Limit: 45 years

Qualification:

Essential: Post-graduate degree in any discipline (10+2+3+2) with at least second class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Public Administration or Post-graduate Degree in Management from recognized universities / institutions with at least second class (50% marks), with consistently good academic record. Should be excellent in oral and written communication in English. Should be proficient in man-management with excellent interpersonal skills.

Desirable: Proficiency in MS Windows & MS Office and Internet.

Experience:

Essential: At least 10 years of post-qualification administrative experience in a government department or reputed Management Education Institute / University / College / commercial organization of national/international repute, out of which at least 5 years in the level of Administrative Officer.

Desirable: The Institute encourages people from Government / PSUs / Autonomous Institutes to join on deputation. Relevant experience in any Government organization or an IIM / IIT and other institutes of international repute in the Grade Pay of Rs.5,400 is preferred.

Job Profile: To assist in planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute. In-charge of day-to-day administration and will facilitate smooth functioning of the Institute. To provide support to faculty in academic activities. To function with operational guidance of Chief Administrative Officer/Activity Head and will report to him.

3 Administrative Officer – Two posts

Pay Scale: PB-3 Rs.15600-39100 + GP 5,400

Upper Age Limit: 40 years

Qualification:

Essential:

- 1 Post-graduate degree in any discipline (10+2+3+2) with at least second class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.
- 2 Should be excellent in oral and written communication in English.
- 3 Should be proficient in man-management with excellent interpersonal skills.

Desirable: Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with LMS will be an added advantage.

Experience:

Essential: Post qualification experience of at least 8 years in administration / academic / admission activities out of which 5 years in independently handling these functions preferably in a reputed Management Education Institute / University / College.

Desirable: The Institute encourages people from Government / PSUs / Autonomous Institutes to join on deputation. Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600/Rs.4800 is preferred.

Job Profile: To look after all the administrative / academic / admission activities at the Institute. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chief Administrative Officer / Senior Administrative Officer / Chairpersons of respective activities.

4 Administrative Officer (Accounts) – One post

Pay Scale: PB-3 Rs.15600-39100 + GP 5400

Upper Age Limit: 40 years

Qualification:

Essential:

- 1 Graduate degree in Commerce (10+2+3) with at least second class (50% marks) from a recognized university/institution with consistently good academic record.
- 2 Should have passed Intermediate in CA / ICWA OR should have passed SAS (Commercial) / SOGE (Commercial) conducted by IA & AD.
- 3 Should be well versed with General Financial Rules and FR&SR of GoI.
- 4 Should be well versed with computerized accounting system and must have thorough knowledge of Tally – Version 9.
- 5 Should be excellent in oral and written communication in English.
- 6 Any other job as assigned by the higher officials.

Desirable: Proficiency in MS Windows & MS Office and Internet

Experience:

Essential:

- 1 Post qualification experience of at least 5 years at the level of Junior Accounts Officer in a reputed Management Education Institute / University / central autonomous institute / public or private sector organization of national / international repute.
- 2 The Institute encourages people from CAG / IA&AD / Government / PSUs / Autonomous Institutes to join on deputation.

Desirable: Serving officials in the rank of AAO/AO of IA & AD. Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600/Rs.4800 is preferred.

Job Profile: To assist the FA & CAO in managing the Institute's accounting, auditing, budgeting, financial and other related activities. Should guide the staff members in the Accounts Department in matters relating to Accounting procedures, Budget and Control systems, computerized accounting system etc. Any other job as assigned by the higher officials. He / She shall report to FA & CAO.

5 Manager – Executive Education (on contract) – 1 Post

Tenure: 2 Years (Extendable based on the need and performance)

Pay scale: Consolidated Salary

Upper Age Limit: 60 Years (In exceptional cases upper age limit may be relaxed)

Qualification: Any master degree

Desirable: Post Graduate Diploma in Management

Experience:

Essential: At least 15 years of post-qualification experience in any business school of repute in administrating and marketing Executive Education Programmes and Consulting Activities.

Senior professionals who are recently retired and having relevant work experience may also be considered

Job Profile:

- 1 To work with the Chairperson of Executive Education and Consultancy in planning and delivering executive education programmes and consultancy activities
- 2 Provide all logistic support to the MDP programmes and consultancy activities
- 3 Provide accommodation and mess services for MDP participants
- 4 To liaise with participants / Faculty/ Administration of the Institute
- 5 To market the Executive Education Programmes
- 6 To have close liaison with industry/ corporate for generating EDPs.
- 7 To organize “industry-institute interaction” for organizing business thought leadership lectures by industry professionals.
- 8 To organize conferences/ workshops/ seminars/ round tables
- 9 Overall in charge of all marketing and administrative side of the MDP activities of the Institute
- 10 Responsibility for proper discharge of duties by his subordinates

6 Junior Assistant – One post (PWD)

Pay Scale: PB-2 Rs. 5,200-20,200 + GP 2400

Upper Age Limit: 30 years

Qualification:

Essential:

- 1 Graduate degree in any discipline (10+2+3) with at least second class (50% marks) from a recognized university / institution with consistently good academic record
- 2 Should have sound knowledge of basic computer operations (MS Office), Internet etc.
- 3 Should be excellent in oral and written communication in English

Experience:

Essential: Post-qualification experience of at least 5 years of relevant work in a large private / industry / Government / public sector undertaking.

Desirable: Experience in an IIM / IIT / any other Institute of international repute will be preferred.

Job Profile: To work as Multi-task assistant. He/ She will assist Faculty Members / Officials in day-to-day activities. Any other job as assigned by the higher officials.

NOTE:

1. Candidate selected for the positions of Chief Administrative Officer and Manager – Executive Education will be appointed on contract basis for a specific period only on an appropriate consolidated salary. Candidates selected for all other positions will be appointed in the respective pay scales, initially on contract for a period of two years and their appointment will be regularized based on their performance. However, for the posts under Sl.No.1, 2 ,3,4 &5 senior professionals recently retired from Central Government or Central Autonomous services with relevant work experience may also be considered for contractual appointment on consolidated salary for a specific period only, if found suitable.
2. Higher start in the pay scale may be considered for exceptionally deserving candidates.
3. Candidates who are shortlisted for final interview but do not merit appointment to the post applied may be considered for next lower post depending upon their suitability for the lower post.
4. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.

General Instructions

1. In the case of candidates desirous to apply for more than one post, separate application for each post should be submitted.
2. Age is determined as on the closing date for receipt of applications. Age relaxation will be given to SC / ST / OBC / PWD (Persons with Disabilities) / Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview, if called for.
3. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
4. Candidates with requisite qualifications acquired from recognized Universities/Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.
5. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.
6. Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
7. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
8. All outstation candidates called for test(s) / interview for the posts carrying Grade Pay of Rs.5400 and above will be paid shortest II-AC Class Railway Fare from the place of duty/residence to Tiruchirappalli (Trichy) except local travel at origin place and Trichy city on production of proof of travel.
9. For the posts carrying Grade Pay lower than Rs.5,400, outstation SC/ST candidates called for test(s) and interview will be paid shortest Sleeper Class Railway Fare from the place of duty/residence to Tiruchirappalli (Trichy) except local travel at origin place and Trichy city on production of proof of travel.
10. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for test/interview.
11. The Institute reserves the right to fill or not to fill any of or all the posts.

12. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
13. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for test / interview.
14. No accommodation will be provided in the Institute.
15. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
17. Canvassing in any form will disqualify the candidates.
18. Preference will be given to PwD candidates if found suitable.

Mode of Selection:

1. For posts mentioned in Sl.No.1 to 5 (i.e. Group A) the selection will be made through both written test and personal interview.
2. For posts mentioned in Sl.No.6 (i.e. Group B) the selection will be made through written test only which includes skill and aptitude test.

How to Apply:

1. Application Form is to submitted online in our Institute website <http://www.iimtrichy.ac.in/careers> on or before February 15, 2018.
2. The hard copy of the application has to be printed and sent to the “The Chief Administrative Officer (i/c)” along with the supportive documents which should reach us on or before 19-Feb-18, 5.00 PM.