

INDIAN INSTITUTE OF MANAGEMENT JAMMU

Invites applications for the following posts on direct recruitment (regular) basis:

Sl. No.	Name of Post & Pay Band	No. of Post	Qualification & Experience
1.	<p>Finance Advisor & Chief Accounts Officer (FA&CAO)</p> <p>PB-3 (Rs. 15600-39100) + Grade Pay Rs.6600/-</p>	1 Post	<p>Qualification: The applicant should be possessing ACA/AICWA or MBA (Finance)/M.Com with 60% or more marks.</p> <p>Experience: Minimum 10 years experience with sound knowledge of Central Govt. rules relating to Accounts/Audit, Service conditions, Treasury and Finance, with at least 5 years of experience in the immediate lower Pay Band of PB-3 + GP 5400/- or equivalent. The job, among other things requires Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning Management Reporting and Audit. Expertise in using computer systems for processing/retrieval of accounts/finance related data will be desirable.</p> <p>Upper Age Limit: below 45 years.</p> <p>Job Profile: Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute, Regulation of the individual claims as per Central Government rules and orders, All payments including payment to contractors should be as per GFR and Central Government rules and orders, Maintenance of accounts of the Institute. Act as the Head of the Accounts department, To advise other Heads of Departments, CAO, Dean and Director regarding financial matters, help in interpretation of various rules and regulations, Managing short term and long term investments of the Institute, Preparation of half-yearly accounts of the Institute, Ensuring timely conduct of internal audit and responding to audit queries. Any other work associated with the finance and accounts of the institute.</p>
2.	<p>Secretary to the Director</p> <p>PB-2 (Rs.9300-34800) + Grade Pay - Rs.4200/-</p>	1 Post	<p>Qualification: Minimum 60% marks in Post Graduate / Graduate degree from a recognized University/institute with sound knowledge of basic computer operations (M S Office), Internet etc.</p> <p>Experience: 2 years of Secretarial Experience with Post Graduate degree or 3 years of Secretarial Experience with Graduate degree in Office work in a reputed Organization/Central/State Govt. organization/Academic</p>

			<p>institutions/Autonomous Bodies / corporate sector.</p> <p>Candidates having experience in IIM / IIT / IISER/ Universities would be preferred.</p> <p>The incumbent should have good command over spoken and written English along with drafting skills.</p> <p>Upper Age Limit: Below 30 years</p> <p>Job Profile: To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the Director's diary. Organizing and attending meetings; sometimes taking minutes. Replying to emails, faxes and post, Booking travel arrangements and accommodation when necessary. Organizing and maintaining office systems. Any other relevant work assigned by the Competent Authority from time to time.</p>
	<p>Accountant</p> <p>PB-2 (Rs.9300-34800) + Grade Pay - Rs.4200/-</p>	1 Post	<p>Qualification:- Bachelor's degree in Commerce with minimum 55% marks /ICWAI (Inter) /CA(Inter)</p> <p>Candidates having Master's degree in Commerce or equivalent would be preferred</p> <p>Experience: Minimum 5 years inline experience of working in Accounts Department 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. Candidate should have at least 3 years experience in the pay scale of PB-1 + GP Rs. 2800/- or 6 years experience in the pay scale of PB-1 + GP Rs 2400/- equivalent in a Central/State Govt. Undertakings/ Autonomous Bodies/ Commercial organizations of repute. Knowledge of Computer operation is essential.</p> <p>Upper Age Limit: Below 35 years</p> <p>Job Profile: Preparation of asset, liability and capital account entries by compiling and analyzing account information, Accountable for various financial functions such as Maintenance of accounts, processing of bills, budgeting, investments and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time.</p>

GENERAL CONDITIONS:

- 1) All other allowances are as applicable to Central Govt. employees stationed at Jammu.

- 2) Candidates who had applied for the above posts with reference to our previous advertisement need not apply again.
- 3) Separate application form should be filled, if applying for more than one position. The name of the post applied for should be clearly mentioned in **BOLD LETTERS** on the top of envelope.
- 4) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for interview.
- 5) All the applications received within the due date in response to this advertisement shall be considered by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for interview / test. The decision of the Institute will be final and the Institute will not entertain any correspondence in this respect.
- 6) Persons working in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies etc. should send their applications either through proper channel or should furnish 'No Objection Certificate' at the time interview.
- 7) Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates. The age limit is relaxable to the candidates belonging to SC/ST/OBC/PWD category as per Central Govt. rules for which Applicants have to attach the necessary certificates as prescribed by the Govt. of India.
- 8) The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
- 9) In case of exceptionally deserving candidates experience criteria may be relaxed at the discretion of the Institute.
- 10) Candidates who do not meet all the requirements of a post may be considered for a position at the lower pay scale with appropriate designation.
- 11) The appointment will be made on a probation period of 2 years, which may be considered for regularization subject to the satisfactory performance of the incumbent. However, the confirmation will be done by Regular Director only. The regular Director may extend the Probation as deemed appropriate by him/her. Presently the Director of the institute is a Mentoring Director.
- 12) All the above positions require full commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
- 13) 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 facts / 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 candidature stands cancelled or services can be terminated.
- 14) The candidates are required to pay a non-refundable application for of **Rs. 500/-** (Rupees Five Hundred Only) in the form of demand draft in favor of '**Indian Institute of Management Jammu**' payable at Jammu. Application fee once paid shall not be refunded

under any circumstances. **SC/ST/ PWD/ Woman candidates are not required to submit the application fee.**

- 15) Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
- 16) Selection Process for the posts – The candidates are required to appear for personal interview.
- 17) The Institute shall not be responsible for any postal delay.
- 18) Canvassing in any form will be a disqualification.
- 19) Legal disputes if any will be restricted within the jurisdiction of Lucknow only.

How to apply:

Interested and eligible candidates should submit their application **ONLY** in the prescribed ***Application Form*** available on the Institute's website (www.iiml.ac.in/jammu) along with self attested photocopies of certificates relating to educational qualifications, experience etc. and a recent passport size photograph affixed on the application. Applications should reach through Registered Post/Speed Post/Courier only to the Undersigned on or before **15.11.2017** by 5.30 PM.

CONVENER, IIM Jammu

C/o Indian Institute of Management Lucknow-Noida Campus
Sector-62, Institutional Area,
NOIDA – 201307 (Uttar Pradesh)

INDIAN INSTITUTE OF MANAGEMENT, JAMMU

APPLICATION FORM

FOR THE POST OF

1. NAME _____

2. FATHER'S/
HUSBAND'S NAME _____

3. PERMANENT
ADDRESS _____

TELEPHONE NO. _____

4. ADDRESS _____

FOR
COMMUNICATION _____

TELEPHONE NO. _____

E-MAIL _____

5. DATE OF BIRTH _____ SEX : MALE / FEMALE

AGE AS ON LAST DATE OF APPLICATION ___ YEARS ___ MONTHS ___ DAYS

6. A. CASTE _____ SUB-CASTE _____

B. WHETHER BELONGS TO GEN./SC/ST/OBC/EX-SERVICEMEN _____

C. WHETHER PHYSICALLY HANDICAPPED: YES/NO, IF YES, PLEASE SPECIFY
VH/HH/OH.....
(attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

7. IDENTIFICATION _____
MARKS

8. NATIONALITY _____



14. TOTAL EXPERIENCE : YEAR (S) _____ MONTH (S) _____
 (Work Experience in chronological order, starting with the first job:- Attested copy of proof of each experience to be attached)

Name & Address of Employer	Post held	Scale of pay / PB & GP	Period of service				Nature of work & level of responsibilities (please attach separate sheet, if needed)
			From	To	Total experience		
					Year	Month	

15. Present Basic Pay : Rs.

16. Referees : Name, Designation, addresses, contact numbers and email IDs of two referees
 :

(Referees should not be related to the candidate)

Referee - 1	Referee - 2
Name.....	Name.....
Designation	Designation
Address.....	Address.....
.....
PIN Code	PIN Code
Phone/Mobile	Phone/Mobile
Email	Email

17. ANY OTHER RELEVANT INFORMATION

.....
.....
.....

18. Details of Demand Draft Amount : Rs.....

Demand Draft No.

Drawn on (Name of Bank)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature/appointment, may be cancelled / terminated, without any notice or compensation.

DATE : _____

SIGNATURE _____

NAME _____

(For use of the forwarding office)

(For candidates who are working under Govt./PSU/Autonomous Institutions etc.)

(i) Certified that Shri/Smt./Km. _____ is working in this institution/organization _____ (Office/ Department), which is a Central Govt./State Govt./Autonomous body of Central/ State Govt./PSU on Regular/Temporary/adhoc basis since _____ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Date.....
Place.....
Signature
Name of the forwarding officer.....
Designation
Office Stamp (seal)