



I. I. M ROHTAK

Sunaria, Rohtak-124010

S. No	Name of the post(s)	Nos.
1	Senior Administrative Officer	1
2	Administrative Officer (Programme)	2
3	Administrative Officer (Establishment & Administration)	1
4	Secretary to Director	1
5	Accounts Officer	1
6	Junior Engineer (Civil)	1
7	Junior Engineer (Electrical & Electronics)	1
8	Office Assistant	2
9	System Assistant/ Junior Technical Superintendent	1

All applications should be sent to careers@iimrohtak.ac.in with subject being compulsorily name of the post.
Last date to receive applications is : **14.02.2020**

Indian Institute of Management Rohtak invites applications for Senior Administrative Officer, Administrative Officer (Programme), Administrative Officer (Establishment & Administration), Secretary to Director, Accounts Officer, Junior Engineer (Civil), Junior Engineer (Electricals & Electronics), Office Assistant and System Assistant/ Junior Technical Superintendent

1. Senior Administrative Officer
Pay Level- 11 (Rs.67700 – 208700)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post-Graduate Degree or Post-Graduate Diploma in Management/Public Administration or in any subject from a reputed institution, with good academic record.

Experience: Minimum 10 years (6 years for SC/ST) of post-qualification administrative experience in a Government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at Pay level 10 in the Grade Pay or equivalent of (pre-revised scale of Rs.15600-39100, Grade Pay of Rs. 5400/-) or in higher scale. If working in private sector, drawing salary should be Rs. 65,000- 70,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position. Should have good knowledge of Government rules and regulations related to administration such as project, purchase, Contract Management and legal. Excellent communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 50 years (55 for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 55 years.

Functions: Assisting for planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute. In-charge of administration and facilitates for smooth functioning of the Institute. Provides support to faculty in academic activities. Any other administrative work assigned by the Institute. Functions with operational guidance of Chief Administrative Officer and reports to him.

No. of Posts: One [For Prescribed Application Format please click here:](#)

2. Administrative Officer (Establishment and Administration)

Pay Level- 10 (Rs.56100 – 177500)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post-Graduate Degree or Post-Graduate Diploma in Personnel Management/Public Administration or in any subject from a reputed institution, with good academic record.

Experience: Minimum 7 years (5 years for SC/ST) of relevant supervisory experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector drawing salary should be Rs. 50,000-55,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position.

Applicants should have supervisory experience in handling of general administration, personnel department and government-related matters and a flair for serving educational institutions. Good communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Handling of establishment and administration related matters for smooth functioning of the Institute, personnel matters starting from advertisement to retirement, employee's daily attendance, leave records, vacations, and matters related to various allowances as per norms, employees grievances and assisting for activities related to general administration for existing and new campus of the Institute, or any other. Any other administrative work assigned by the Institute. Functions with operational guidance of Chief Administrative Officer and reports to him.

No. of Posts: One [For Prescribed Application Format please click here:](#)

3. **Administrative Officer (Programme)**

Pay Level- 10 (Rs.56100 – 177500)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post-Graduate Degree or Post-Graduate Diploma in Personnel Management/Public Administration or in any subject from a reputed institution, with good academic record.

Experience: Minimum 7 years (5 years for SC/ST) of relevant supervisory experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector drawing salary should be Rs. 50,000-55,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position.

Applicants should have supervisory experience in handling of administration, academic, and government-related matters and a flair for serving educational institutions. Good communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Handling of activities of the academic Programmes as assigned. Supervise overall management and handling of activities related to admissions and academic administration of the Programmes. Liaison with Guests/ Adjunct faculty with respect to programmes and sessions. Preparation of academic calendar and Area Teaching plans under the guidance of respective Faculty-in charge of the Programme; interaction with the candidates / participants of different programmes. Scheduling of classes, conduct of exams and preparation of grade sheets. Maintaining fellowship/contingency funds, liaising for accommodation and mess facilities to the participants attending Programmes. Any other administrative work assigned by the Institute. Report to as assigned.

No. of Posts: two **[For Prescribed Application Format please click here:](#)**

4. **Accounts Officer**

Pay Level- 07 (Rs.44900 – 142400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Bachelor degree with CA/ICWA/Cost Accounting or equivalent. Good academic record is required. MBA is an added advantage. Sound knowledge in finance and accounts.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in finance and accounts in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge of advanced computer applications in the management of finance and accounts is desirable. Good communication skill in English is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 45 years.

Functions: Supporting the management of accounts. A successful applicant should be able to work in a computerized accounting environment and in various accounting and financial functions such as maintenance of accounts, processing of bills, handling of cash, budgeting, investments, and auditing; should have good skills in dealing with users of accounts service. Any other administrative work assigned by the Institute. Reports as assigned.

No. of Posts: One [For Prescribed Application Format please click here:](#)

5. **Secretary to Director**
Pay Level- 07 (Rs.44900 – 142400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Bachelor degree + Post-Graduate degree or Post-Graduate Diploma in any subject with good academic record. Having a Post-Graduate degree or diploma in management will be an added advantage. Qualifications in secretarial practice will get preference.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Applicants should have good command over spoken and written English and have good typing, dictation and drafting skills. Applicants should be able to handle high level confidential matters and documents with absolute integrity and have a flair for serving educational institutions. Good working knowledge of computer applications is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation age can be up to 45 years (including SC/ST).

Functions: Secretarial functions and independent office management for Director/other senior officials. Required to liaison with faculty, department heads, senior staff and external agencies. Other office functions as assigned. Any other administrative work assigned by the Institute. Reports as assigned.

No. of Posts: One [For Prescribed Application Format please click here:](#)

6. Junior Engineer (Civil)

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: B.E/ B.Tech (under 10+2+4 scheme) in civil engineering or related discipline from a reputed institution, preferably with experience or additional qualification in handling electrical work. Sound knowledge of civil project design and implementation. Having a Post-Graduate degree or Post-Graduate diploma in management may be an added advantage.

Experience: Minimum 5 years (3 years for SC/ST) with relevant post-qualification experience (excluding apprenticeship or training period) in a similar position in government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 40,000 per month.

Good working knowledge of computer operations and use of engineering software applications like CAD is preferred. Knowledge of installation and maintenance of electronic equipment will be an added advantage. Should have good communication skills in English.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Supporting the development and management of civil and electrical structures. A successful applicant should be able to contribute for developing the campus construction projects, implementing them and preventively maintaining the structures created; should be able to interface with the project/construction and maintenance service providers on behalf of the Institute. Any other administrative work assigned by the Institute. Reports to Chief Engineer or other officer as assigned.

No. of Posts: One [For Prescribed Application Format please click here:](#)

7. Junior Engineer (Electrical & Electronics)

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: B.E/ B.Tech (under 10+2+4 scheme) in Electrical Engineering or related discipline from a reputed institution, preferably with experience in handling civil projects with substantial electrical

work and electronics system. Sound knowledge of electrical project, design and implementation in electrical and electronics. Having a Post-Graduate degree or Post-Graduate diploma in management may be an added advantage.

Experience: Minimum 5 years (3 years for SC/ST) with 4 years degree of relevant post-qualification experience (excluding apprenticeship or training period) in a similar position in government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale.. If working in private sector, drawing salary should be Rs. 30,000- 40,000 per month.

Good working knowledge of computer operations and use of engineering software applications like CAD is preferred. Should have good communication skills in English.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Supporting the development and management of civil and electrical structures. A successful applicant should be able to contribute for execution, supervision and maintenance of electrical installations in large buildings/commercial buildings having HT/LT substations, central AC plants, lifts, UPS, DG Sets, CCTV, Fire alarm system, installation and maintenance of electronic equipment's; should be able to interface with the external and maintenance service providers on behalf of the Institute. Any other administrative work assigned by the Institute. Reports to Chief Engineer or other officer as assigned.

No. of Posts: One [For Prescribed Application Format please click here:](#)

8. Office Assistant

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: Post-Graduate degree or Post-Graduate Diploma in any subject from a reputed Institution.

Experience: Minimum 5 years (3 years for SC/ST) of post-qualification experience in a similar position/profile in government or academic/research/commercial organization of repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Applicant should have excellent communication skills in English. Good working knowledge of computer applications is essential.

Age: Not exceeding 35 years (40 for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 40 years (including SC/ST).

Functions: To perform secretarial and related functions, assist/perform in areas of academic and administrative activities including Post-Graduate Programmes in Management, Executive Post-

Graduate Programme in management, Fellow Programme in Management, Integrated Programme in Management, Management Development Programmes, Accounts, Admissions, Hostel and Student Affairs, Personnel, Placement, Research and Publications and Stores & Purchase, etc. Any other administrative work assigned by the Institute. Reports as assigned.

No. of Posts: two [For Prescribed Application Format please click here:](#)

9. Systems Assistant/Junior Technical Superintendent

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification: B.E/B.Tech in Computer Science/Information Technology or related discipline with specialization in Computers from a reputed institution or equivalent. Consistently good academic record and good communication skills in English are required.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in maintenance and servicing of IT hardware and software in a similar position in Government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Applicants should have a flair for serving educational institution. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi and troubleshooting, configuration of network equipment's (like switch and access points). Thorough knowledge of software development using C/C++/Visual basic/Java. Programming skills may be given due weightage. Thorough familiarity with application packages under Unix and WINDOWS environment databases like Oracle etc. is essential.

Age: Not exceeding 35 years (40 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 45 years.

Functions: Supporting the management of IT Resources Centre of the Institute. Assist the System Administrator in performing the maintenance related to computer hardware and software. Troubleshoot the network and system environments. Provide operation support to all the users in respect to computer systems and workstations. Provide Programming support. Installing and configuring new hardware and software. Schedules, performs, and monitors system backups and, when necessary, performs data recoveries. Any other administrative work assigned by the Institute. Reports to Systems Administrator as assigned.

No. of Posts: One [For Prescribed Application Format please click here](#)

**GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED
STAFF POSITIONS**

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before **14.02.2020**

While applying for any position please mention “**Position name** _____ **IIM-R**” in the subject of the email, else the application will be discarded.

2. Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.
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.
4. Applicants are advised to satisfy themselves before applying that they possess at least the minimum essential qualification and experience laid down for the post.
5. The internal candidate will be given relaxation of age, subject to actual period served in the Institute.
6. All 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.
7. Appropriate functional title may be assigned to the selected candidates at the positions advertised.
8. Those who are in regular service in government/public sector establishments may be required to produce a *No Objection Certificate*, if called for selection process.
9. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.
10. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.
11. The Institute reserve the right to increase/decrease the number of position/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
12. Applicants having at least 3 years’ experience in a similar or immediate next lower position in any of the IIMs may be given two years relaxation and applicants having at least 2 years’ experience in a similar or immediate next lower position in any of the IIMs may be given one year relaxation in required work experience.
13. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.
14. The Institute solely reserves the right not to fill any advertised position without assigning any

reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.

15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being shortlisted for the selection process.
16. Only shortlisted applicants will be contacted.
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 candidature stands cancelled or services can be terminated.
18. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
19. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.
20. Written test will be conducted for all posts & qualifying the written exam is mandatory for further processing.