



भारतीय प्रबंध संस्थान संबलपुर

Indian Institute of Management Sambalpur

Jyoti Vihar, Burla, Sambalpur (Odisha) - 768019, India

Advertisement for Non-teaching Positions

Recruitment Advertisement No: ADVT/IIMSBP/2020/May/05

Last date for receiving the application:09.06.2020

IIM Sambalpur invites applications from **the eligible Indian Nationals** for the following posts on Regular/Contract:

| Sl. No | Name of Posts | Level | Pay Scale | No. of Posts | Reservation |
|--------|---|-------|---|--------------|-------------|
| 1. | Librarian (Regular/ Contract) | 12 | Rs. 78,800- 2,09,200 Entry Pay- Rs. 78,800/- | 01 | UR |
| 2. | Finance-Advisor & Chief Accounts Officer (Regular/ Contract) | 11 | Rs. 67,700- 2,08,700 Entry Pay- Rs. 67,700/- | 01 | UR |
| 3. | Sr. Administrative Officer (Academic Programme) (Regular/Contract) | 11 | Rs. 67,700- 2,08,700 Entry Pay- Rs. 67,700/- | 01 | UR |
| 4. | Placement Officer (Contract) | 11 | Rs. 67,700- 2,08,700 Entry Pay- Rs. 67,700/- | 01 | UR |
| 5. | Administrative Officer (Purchase) (Regular/Contract) | 10 | Rs. 56,100- 1,77,500 Entry Pay- Rs. 56,100/- | 01 | UR |
| 6. | Administrative Officer (General Administration) (Regular/Contract) | 10 | Rs. 56,100- 1,77,500 Entry Pay- Rs. 56,100/- | 01 | UR |
| 7. | Asst. Administrative Officer (Personnel) (Regular/Contract) | 8 | Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600 | 01 | UR |
| 8. | Asst. Administrative Officer (Public Relations & Administration) (Regular/Contract) | 8 | Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600 | 01 | UR |
| 9. | Project Engineer (Infrastructure) (Regular/Contract) | 8 | Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600 | 01 | UR |
| 10. | System Administrator (Contract) | 8 | Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600 | 01 | UR |
| 11. | Accountant (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 01 | UR |
| 12. | Store and Purchase Officer (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 01 | UR |
| 13. | Secretary to Director (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 01 | UR |



| | | | | | |
|-----|---|---|---|----|-------------------------|
| 14. | Junior Engineer (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 01 | UR |
| 15. | Personal Assistant (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 02 | UR-1 Post OBC-1 Post |
| 16. | A. Office Assistant (Estate Management (Regular/Contract)) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 01 | OBC-1 Post |
| | B. Office Assistant (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 02 | UR-1 Post SC- 1 Post |
| 17. | Library Assistant (Regular/Contract) | 6 | Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400 | 02 | EWS-1 Post UR-1 Post |
| 18. | Driver (Contract) | 2 | Rs.19,900-63,200 Entry Pay- Rs. 19,900 | 01 | |
| 19. | Attendant- Peon (Contract) | 1 | Rs.18,000-56,900 Entry Pay- Rs. 18,000 | 01 | |
| 20. | Consultant- Accounts & Compliance (Contract) | | Rs. 45,000/- to Rs. 55,000/- Monthly | 01 | UR |

The details of each position are as under:

1. Librarian- One Post (Regular/Contract)

Qualification & Experience: First class Master's Degree and Ph.D in Library Science/Information Science/Documentation with consistently good academic record. Minimum 15 years of relevant experience in a library under Central & State Government/Autonomous Organization/ University or recognized research institute **OR** 5 years relevant experience in the pay band of Rs. 15,600- 39,100/- (PB-3) with Grade pay of Rs. 6,600/- or equivalent. Experience in reputed management institute of repute and universities will be preferred.

Upper Age Limit: Not exceeding 55 years.

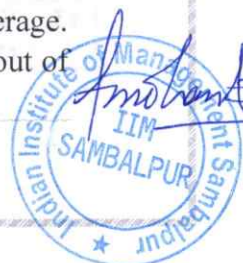
Job Profile: To set up and manage the library of the Institute, organize electronic resources, software, and assist the faculty and students to secure books, articles and other teaching and research materials. Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users, Selecting, developing, cataloguing and classifying library resources, Responsible for monitoring the financial regularization and maintenance of library accounts of the entire division, Planning and implementing the administrative and budgetary functions of library and information services, Management and training of staff and other supervisory duties, Training library users to effectively search the Library catalogue, Internet and other electronic resources, Establishing and implementing library policies and procedures, Liaising with departmental academic staff, external organizations and book suppliers.

Pay Scale: Rs. 78,800- 2, 09,200 (PB-3, Pay Level 12)

Probation: 02 (Two) years (In case of regular appointment)

2. Finance Advisor- Chief Account Officer (CFO)- One Post (Regular/Contract)

Qualification and Experience: Chartered Accountant/Cost Accountant or M. Com with MBA (Finance) with a minimum of 55 % marks or equivalent grade point average. Minimum 10 years of relevant experience in Industry/Govt. Institute/Central PSU/ out of



which 3 years of relevant experience in the Pay Level 10 (7th CPC) corresponding to PB 3 with Grade Pay of Rs.5400 (6th CPC) in any Industry/Central PSU/Central govt. funded Institute etc.

Upper Age Limit: Not exceeding 55 years.

Job Profile: Act as the drawing and disbursing officer of the Institute, 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, Payment of contractors bills as per G.F.R. and Central Government orders, Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India, Preparation of final accounts of the Institute and ensuring completion of Audit of the same by C & AG, Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament, Maintenance of P.F. accounts of the employees, investment of P.F. balances as per Central Government rules, Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules, Act as Head of the Accounts department, To advise other Heads of Departments, Dean and Director regarding financial matters, 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.

Pay Scale: Rs. 67,700- 2, 08,700 (PB-3, Pay level-11)

Probation: 02 (Two) years (In case of regular appointment)

3. Sr. Administrative Officer (Academic Programme & Digital Learning) – One Post (Regular/Contract)

Qualification & Experience: Post Graduate degree in any discipline from a reputed Institute/University with a minimum of 55 % marks or equivalent grade point average. Post qualification relevant experience of at least 10 years in administration/academic/admission/executive education/MDP activities out of which 3 years of relevant experience in the Pay Level 10 (7th CPC) corresponding to PB 3 with Grade Pay of Rs.5400 (6th CPC) in Centrally Funded Institutions/ Deemed University /-or equivalent in any Industry/Govt./ Institute like IIMs/IIT/ISER etc. Knowledge and experience of working with learning Management System (LMS), Online examination will be desirable.

Upper Age Limit: Not exceeding 55 years.

Job Profile: To look after all the administrative / academic / admission activities at the Institute. 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.

Pay Scale: Rs. 67,700- 2, 08,700 (PB-3, Pay Level-11)

Probation: 02 (Two) years (In case of regular appointment)



4. Placement Officer - One Post (Contract)

Qualification & Experience: Post-graduate degree in any discipline /PGDM in Management from a reputed University / Institute with a minimum of 55 % marks or equivalent grade point average. Should have excellent analytical abilities with an eye on the market conditions and be an effective leader with high degree of personal drive, entrepreneurial spirit & people skill. He/ She should be proficient in man-management with excellent interpersonal skills and ability to network with employers to create enhanced opportunities for employment.

Post qualification experience of at least 8 years in placement activities out of which 5 years in independently handling placement functions of a reputed Management Education Institute / University / College / Commercial organization of national / international repute. Preference shall be given to the candidate having at least 5 years' experience in handling placement of any IIMs / IITs / Top rank Management Institute.

Desirable: Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600 (Level-7) /Rs.4800 (Level-8) of a minimum of 3 years is desirable.

Upper Age Limit: Not exceeding 45 years.

Job Profile:

- To coordinate with industry on behalf of the Institute. The Placement Officer is expected to travel extensively to meet the corporate representatives.
- To project the image of the institute through professional client relationship.
- To design and get the placement brochure printed.
- To contact companies and invite them to the campus or to arrange for the campus placement activities including video-conferencing.
- To interact with media and prepare placement report.
- To coordinate with students and be sensitive to their needs and motivate them, if necessary.
- The candidate should be well versed in marketing the institute with the external stake holders.
- He / She shall report to the Chairperson, Placement.

Pay Scale: Rs. 67,700- 2, 08,700 (PB-3, Pay Level-11)

Tenure: The post is initially on contract for One year and extendable depending on the performance and requirement of the Institute.

5. Administrative Officer (Purchase) – One Post (Regular/Contract)

Qualification and Experience: Post Graduation degree in Management with 55% marks or equivalent grade point average. Minimum 8 years of relevant experience in any Organization/ Industry/ Institute/Central PSU out of which minimum 02 years' relevant experience in the purchase department dealing with contracting, tendering and E- Procurement process in any IIMs/ IITs/ ISER/Central PSU on Regular/ Contract/ Outsource basis is desirable. The person should have knowledge of Purchase and Contract process as per General Financial Rules (GFR).



Knowledge and experience of GFR and Purchase/Tender/Contract/E-Procurement/GeM procurement function will be essential.

Upper Age Limit: Not exceeding 45 years.

Job Profile: To manage the purchase/stores functions of the institute, maintain records of goods ordered and received. Locate vendors of materials, equipment or suppliers, and interview them in order to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for suppliers and equipments. Control purchasing department budgets. Review purchase order claims and contracts for conformance to institute policy. Analyze market and delivery systems in order to assess present and future material availability. The person should have knowledge of GFR.

Pay Scale: Rs. 56,100-1,77,500 (PB-3, Pay Level-10)

Probation: 02 (Two) years (In case of regular appointment)

6. Administrative Officer (General Administration) – One Post (Regular/Contract)

Qualification and Experience: Post Graduate Degree in Management with 55% marks or equivalent grade point average. Minimum 8 years of relevant experience in any Organization/ Industry/ Institute/Central PSU out of which minimum 02 years' experience in executive functions such as handling general administration, payroll etc. in any IIMs/IITs/IISERs/Central PSU on Regular/ Contract/ Outsource basis is desirable.

Upper Age Limit: Not exceeding 45 years.

Job Profile: To supervise general administration, Estate management, Payroll, Maintenance, Communication, Transport and other administrative areas as required.

Pay Scale: Rs. 56,100-1,77,500 (PB-3, Pay Level-10)

Probation: 02 (Two) years (In case of regular appointment)

7. Asst. Administrative Officer (Personnel) - One Post (Regular/Contract)

Qualification and Experience: Post graduation degree (MBA) in HR management with 55% marks or equivalent grade point average. Minimum 7 years relevant experience in any Organization/ Industry/Institute/PSU out of which one year relevant experience in the HR department dealing with recruitment, salary, statutory compliance of various labour laws in any IIMs/ IITs/ ISER/Central PSU on Regular/ Contract/ Outsource basis is desirable. The person should have knowledge of all HR related compliances, labour laws & reservation guidelines.

Knowledge and experience of recruitment process and managing Service book of Government staff will be essential.

Upper Age Limit: Not exceeding 40 years.

Job Profile : Responsible for Personnel & Establishment functions of the Institute. This includes recruitment, salary & benefits administration, Conduct Rules and disciplinary matters, statutory compliance of various labour laws; compliance of reservation guidelines / directives pertaining to SC/ST/OBC & Physically handicapped employees; Management of office support services of outsourcing contracts, etc.

Pay scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)



Probation: 02 (Two) years (In case of regular appointment)

8. Asst. Administrative Officer (Public Relations & Administration) - One Post (Regular/Contract)

Qualification and Experience: Post Graduate degree in any discipline OR Post-Graduate degree in Public Relations or Journalism or Mass Communication from a reputed Institute/ University with a minimum 55% marks. Minimum 7 years in public relations, journalism, mass communication media management and relations (online, broadcast and print), background in researching, writing and editing publications out of which 1 year in independently handling these functions in any IIMs / IIT/ IISER or Central PSU etc. on Regular/ Contract/ Outsource basis is desirable.

Upper Age Limit: Not exceeding 40 years.

Job Profile:

- Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public.
- Develop PR campaigns and media relations strategies.
- Preparing press releases, keynote speeches and promotional material and publications (Brochures, videos, social media posts etc.)
- Building positive relationships with stakeholders, media and the public.
- Have a creative mind and excellent written and communication skills.
- Confident in public speaking and project management abilities.
- Track media coverage, Prepare and submit PR reports.
- Excellent organizational skills and problem- solving aptitude.
- Interact with Corporate/Govt. for project, training and consultancy.

Pay scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)

Probation: 02 (Two) years (In case of regular appointment)

9. Project Engineer (Infrastructure)- One Post (Regular/Contract)

Qualification and Experience: B.E/ B. Tech in Engineering (Civil) from a recognized University/Institute with consistently good academic record. Minimum 7 years of experience in handling of at least one construction project value of Rs. 300 Cr.

Upper Age Limit: Not exceeding 40 years.

Job Profile:

- Handling projects of Campus Construction at IIM Sambalpur including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
- Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, analysis of rates, supervisions of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
- To ensure completion of project within scope time, cost and resources and maintaining high quality standards.



- Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Sambalpur.
- To check the quantity of work, measured and checked by the construction agency.
- To submit budget, accounts and prescribed returns, etc. on time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Authority from time to time.
- Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.
- Check whether the projects have been staffed properly that too people with adequate, expertise, knowledge and experience.

Pay scale: Rs 47,600- 1,51,100 (PB-2, Pay Level-8)

Probation: 02 (Two) years (In case of regular appointment)

10. System Administrator- One Post (Contract)

Qualification and Experience: B.E/B.Tech in Computer Science/Information Technology or MCA from a reputed institute/ University with a minimum 55% marks or its equivalent grade point average. Minimum of 8 years of experience in maintaining and supporting networks, hardware, software, Internet, e-mail systems, website and related services in any reputed industry/ Institutions.

Upper Age Limit: Not exceeding 40 years.

Job Profile: To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

Pay Scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)

Tenure: The post is initially on contract for One year and extendable depending on the performance and requirement of the Institute.

11. Accountant: One Post (Regular/Contract)

Qualification and Experience: Bachelor's Degree in Commerce and MBA (Finance)/M. Com/CA/Cost Accountant with minimum 5 years relevant experience in any Organization/Institute /University. Candidate must have experience of Accounting/Tally/ERP in any Govt. Organization/IIMs/IIT/ISER etc. on Regular/Contract/Outsource basis. At least One year experience in working in finance and accounts functions in a reputed organization/ Central PSU/Govt. department and knowledge of General Finance Rules are essential.

Upper Age Limit: Not Exceeding 40 Years

Job Profile: Preparation of asset, liability, and capital account entries by compiling and analysing 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. The candidate should be proficient in accounting management software such as Tally/ERP.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

12. Store and Purchase Officer- One Post (Regular/Contract)

Qualification and Experience: Post-Graduation degree in Management with 5 years of relevant experience in any Organization/ Industry/ Institute/Central PSU. Candidates having minimum one year relevant experience in the purchase department dealing with vendors of materials, equipments and local purchase process in any IIMs/IIT/ISER on Regular/Contract/Outsource basis shall be given preference. The person should have knowledge of Purchase process as per General Financial Rules (GFR).

Knowledge & experience of GFR and Purchase function will be essential.

Desirable: The person must have knowledge of GeM procurement.

Upper Age Limit: Not exceeding 35 years.

Job Profile: To manage the purchase/stores functions of the institute, maintain records of goods ordered and received. Locate vendors of materials, equipment or suppliers. Prepare and process requisitions and purchase orders for suppliers and equipments. Review purchase order claims and for conformance to institute policy. Analyse market and delivery systems in order to assess present and future material availability. The person should have through knowledge of GFR.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

13. Secretary to Director- One Post (Regular/ Contract)

Qualification and Experience: Bachelor's degree with minimum 5 years of secretarial experience or Master Degree with 3 years of essential experience in office work in a reputed organization/educational institution/Corporate sector/autonomous bodies. Master in Management (PGDM/MBA) or Company Secretary (CS) will be preferred. Strong written and verbal communications along with computer skills (MS Office) are essential.

Upper Age Limit: Not exceeding 35 years.

Job Profile: To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Dealing with enquiries, appointments and planning Director's diary. Organizing and attending meetings; taking note of minutes. The work involves replying to the mails, travel arrangements and accommodation when necessary. Organizing and maintaining Director's Office system. Any other related works of Director's Office as assigned from time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)



14. Junior Engineer: One Post (Regular/ Contract)

Qualification and Experience: Bachelor's Degree in civil engineering with 03 years with relevant experience in reputed organization/Govt. department/PSU.

Upper Age Limit: Not Exceeding 35 Years

Job Profile: Junior Engineer to be responsible for all matters connected with the efficient management of the Section, To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them, To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained, To maintain master rolls, record of work charge establishments and imprest cash accounts properly. Any other function that may be assigned by the Authority from time to time.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

15. Personal Assistant – Two Posts (Regular/ Contract)- UR-1, OBC-1

Qualification and Experience: Bachelor's Degree with minimum 05 years of secretarial experience or Master Degree with 03 year of secretarial experience in office work in a reputed organization/Govt. department out of which at least one year relevant experience in any Reputed Institute/University/ Organization is desirable.

Upper Age Limit: Not Exceeding 35 Years

Job Profile: To perform secretarial and related functions for the senior officials of the Institute and to assist them in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the officer's diary. Organizing and attending meetings; sometimes taking minutes. The work also involves 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. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

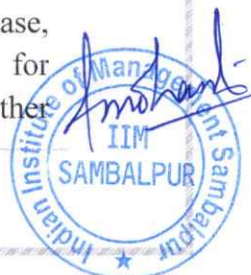
Probation: 02 (Two) years (In case of regular appointment)

16. (a) Office Assistant- One Post (Regular Contract)- OBC-1 for Estate Management

Qualification and Experience: Bachelor's Degree with minimum 5 years of relevant experience or Master Degree with 3 year of relevant experience in Estate management work in a reputed organization/Govt. department/industry out of which at least one year relevant work experience in any IIMs/ IITs/IISER/university/Industry etc. on regular/ contract/ outsource is desirable.

Upper Age Limit: Not exceeding 35 years.

Job Profile: To assist the concerned officials of the general administration, purchase, personnel & hostel administration and other institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other



related information for department needs, maintaining of inventory of office suppliers and orders as necessary. Any other related works assignment time to time by the competent authority.

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

(b) Office Assistant- Two Post (Regular Contract)- UR-1, SC-1

Qualification and Experience: Bachelor's Degree with minimum 5 years of relevant experience or Master's Degree with 3 year of relevant experience in office work in a reputed organization/Govt. department/Industry out of which at least one year relevant work experience in any IIMs/ IITs/IISER/University/Industry etc. on regular/ contract/ outsource is desirable.

Upper Age Limit: Not exceeding 35 years.

Job Profile: To assist the concerned officials of the general administration, purchase, personnel & hostel administration and other institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office suppliers and orders as necessary. Any other related works assignment time to time by the competent authority.

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

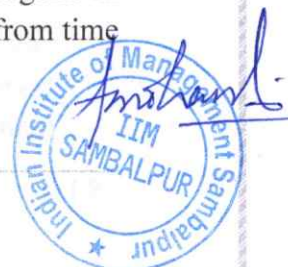
17. Library Assistant- Two Posts (Regular/Contract)- EWS-1, UR-1

Qualification and Experience: Post graduation in Library Science/Information Science/Documentation Science from a recognized University/Institution. Candidates with knowledge of computerized /digital library science will be preferred.

The applicants should have minimum 5 years post qualification experience in the relevant areas preferably in any Reputed Institute/University.

Upper Age Limit: Not Exceeding 35 years.

Job Profile: To assist the Librarian in offering library services to faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all its users. In addition, upkeep of Library records and equipment, liaising with departmental academic staff, to assist in planning and implementing the administrative and budgetary functions of library and information services, external organizations and book suppliers. The candidate should have detailed knowledge of inventory controls and tendering processes. The candidate shall be responsible for continuous updating of user requirements and dealing with new vendors for competitive price advantage, stock control and maintenance of all stock ledgers. In addition, any other relevant work may be assigned by the Competent Authority from time to time.



Good communication skills in English and good knowledge of computer applications are essential.

Probation: Initial appointment in such case will be for a period of One year on contract. The contract may be extended annually.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

18. Driver- One Post (Contract)

Qualification and Experience: The person must have Valid driving license for Light Motor Vehicle/Heavy Motor Vehicle, Knowledge of Motor Mechanism (should be able to remove minor defects in vehicle). The person must have atleast 3 years of driving experience of light& heavy motor vehicle.

Desirable: He must be able to communicate in Hindi and local language.

Upper Age Limit: Not Exceeding 35 Years

Pay Scale: Rs. 19,900- 63,200 (PB-1, Pay Level-2)

19. Attendant-Peon- One Post (Contract)

Qualification and Experience: Minimum Educational qualification should be 10th pass from any recognized board. The person must have minimum 2 years of relevant work experience in the post of office attendant in any reputed National educational Institute.

Desirable: Basic knowledge of computer/Proficiency in MS-word/Excel.

Upper Age Limit: Not Exceeding 35 Years

Pay Scale: Rs. 18,000-56,900 (PB-1, Pay Level-1)

20. Consultant -Accounts & Compliance: One Post (Contract)

Qualification and Experience: Candidates must be a graduate in any discipline with 50% marks and with minimum 15 years of experience in accounts/audit department of a Government Organizations/ Departments. Preference will be given to the candidates having post-graduation degree in any stream and having knowledge of MS Office.

Retired officers of Indian Accounts and Audit Department preferably from commercial background and other Government of India, Autonomous bodies holding post of Sr. Audit Officers / Accounts Officers with experience of handling the finance, internal audit and administrative matters in organized audit & accounts department. Candidate must have sound knowledge of Government regulations in procurement of Goods & Service related matters, GFR 2017 and HR related matters. Experience at IIMs/IITs or CFITs or Autonomous Institutions under GOI in accounts department will be preferred.

Upper Age Limit: 65 years.

Tenure: Initial appointment will be on contract for a period of 1 year. Contract may be extended based on performance and requirement of the Institute.

Job Profile:

- a. Compliance with Government regulations, GFR and Institute's norms



- b. Establishment of sound accounting, auditing and other financial management practices in maintaining Public Funds.
- c. Pre-Audit of HR related matters, Tenders, Purchase Orders and employees claims, all payments etc.
- d. Design & Implement accounting & audit control systems, Preparation of Manuals.
- e. Provide opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms and applicable rules.
- f. Oversee Institute's management activities, and enforce principles of integrity and compliance.

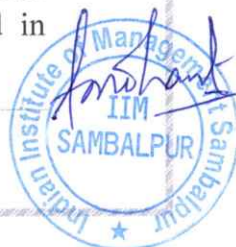
Pay Scale: Consolidated salary in the range of Rs. 45,000/- to 55,000/- per month.

GENERAL INFORMATION AND CONDITIONS:

1. The appointment is in IIM Sambalpur, which is an Institute of national importance under Ministry of Human Resource Development
2. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts.
3. Minimum Essential Qualifications: All applicants must fulfil the minimum essential requirements of the post and the other conditions stipulated in the advertisement. The candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post.

Note: *The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test/ Interview.*

4. All the posts advertised are as per the Central Government pay scales and carry in addition to the Matrix as per the 7th CPC as mentioned against each post, the posts, carry usual allowances at par with those admissible to Central Government employees of the respective pay level posted in Sambalpur.
5. If applying more than one position, separate online application will be required to be filled in by the candidates. The name of the post applied for should be clearly mentioned in **BOLD LETTERS** on the top of the application. A candidate can apply not more than two posts.
6. Age relaxation will be given to SC/ST/OBC candidates as per existing Central govt. Rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview/test, if called for.
7. Eligibility of candidate with regard to age, qualification & experience shall be calculated /considered with reference to the first day on which the advertisement for the positions is published in the Institute website/newspaper.
8. Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per eligibility prescribed in



Government of India (GoI) orders and possess the valid certificates in the format prescribed by GoI in support of their claim.

9. For availing the benefit of reservation under OBC Category, the applicant must enclose with the application form, OBC (Non-Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the closing date given in the advertisement for the positions published in the newspaper/Institute website.
10. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
11. Preference will be given to candidates working on regular/contract/outsource basis in IIMs/IITs/ISER.
12. Any subsequent amendments/modifications etc., on this matter will be notified in the Institute website ((www.iimsambalpur.ac.in) only which may be referred to by the interested candidates' regularly. Any addendum/dedendum/corrigendum/ notices in respect of this advertisement shall be published only on the Institute website. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.
13. The Institute reserves the right to:
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
 - b. The Institute reserves the right to fill or not to fill all the advertised positions/any position/ cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
 - c. In case the inadvertent mistake in the process of selection which may 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.
 - d. Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - e. To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview;
14. The selected candidate will be kept on probation of two years. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.
15. No interim correspondence or personal enquiries shall be entertained by the Institute. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.



16. Applicants working in Govt. /Semi Govt./Public Sector undertaking will be required to submit "No Objection Certificate" from their employer at the time of interview. Candidates on selection are required to submit relieving letter from their employer (Govt./Public/Private) at the time of joining the Institute, without which they will not be allowed to join.
17. Degree/Diploma as referred above should have been awarded from recognized Institute/University.
18. If applying for more than one position, separate application will be required to be filled in and sent by the candidates.
19. Only shortlisted candidates will accordingly be informed regarding date, time and venue for selection process.
20. Canvassing in any form will be a disqualification.
21. The application form without the self-attested copies of all relevant certificates (both experience and education) will be rejected.
22. Candidates are required to bring interview call letters at the time of interview along with the copies of the relevant certificates in original for verification.
23. Incomplete applications will be rejected summarily.
24. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
25. Good knowledge of computer applications (MS Word, Excel, Tally, ERP, etc.) is an essential requirement.
26. All the above positions require full 24x7 commitments to the institute. Therefore, candidates willing to dedicate themselves fully to the institute are expected to apply
27. Candidates fulfilling the eligibility criteria may submit their completed application on the prescribed **Application Form** in PDF version of scan copy and the same to be email only to recruitment@iimsambalpur.ac.in mail id by **09.06.2020** up to **5.00 pm**.

Mode of Selection:

The method of selection for the posts in Direct Recruitment is as follows:

| Classification | Method of Selection |
|------------------|--|
| Driver/Attendant | Written Test /Skill Test and Driving Test for driver and marks obtained in the prescribed qualification. |



| | |
|---|-------------------------------------|
| Post up to the Pre-Revised PB-2, Rs 9300-34800, GP 4200 Revised: Pay Level-6 (Rs 35400-112400) | Written Test only |
| Posts in Pre-Revised PB-2, Rs 9300-34800, GP 4600 & 4800 Revised: Pay Level-Pay Level-8 (Rs 47600-15100) | Written Test and Personal Interview |
| Posts in Pre-Revised: PB-3, Rs 15,600-39100, GP 5400 (Group-A) and above including Consultant- Accounts & Compliance Revised: Pay Level 10 (Rs 56100-177500) and above | Interview only |

ADVT/IIMSBP/2020/May/05

Date: 18/05/2020

