



**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 following Posts:

<b>Name of the Post</b>			
Senior Administrative Officer	-01 Post	Administrative Officer	-01 Post
System Administrator	-01 Post	Accountant	-01 Post

Details about qualifications / experience / application fee / Online Links etc. for the above posts are available at IIM Ranchi website:

<https://www.iimranchi.ac.in/careers/non-teaching>

**Chief Administrative Officer**

**Advt. No. IIMR/HR/RECRUITMENT/2017 Dated 22.08.2017**

**Post: Senior Administrative Officer**

**Mode of Appointment:** Contract for a period of 03 (Three) Years (may be extended).

**Minimum Qualification:** Post Graduate in Management / MBA / PGDM.

**Experience:** Fifteen (15) Years relevant administrative experience with a minimum service of Five (05) Years in PB-3, 15600-39100, Grade Pay 5400 or equivalent pay and relevant administrative service. Preference will be given to candidates:

- Who have work experience of IIT / IIM / Centrally Funded Institutions.
- Who have experience of working in Grade Pay 6600.

**Age:** Not exceeding 55 years on the date of advertisement.

**Functions:** The Senior Administrative Officer will coordinate the academic and administrative activities including general administration, estate management, procurement, contract services, event management etc. and he/she will be responsible for close coordination with Chief Administrative Officer and other concerned officials. Good communication skill in English is essential.

**Salary:** Monthly consolidated salary will be paid commensurate to experience and present salary within the limits of PB-3, Rs.15600 - 39100, Grade Pay 6600.

**Post: Administrative Officer**

**Mode of Appointment:** Regular.

**Minimum Qualification:** Post Graduate in Management / MBA / PGDM.

**Experience:** Ten (10) Years relevant administrative experience with a minimum service of Six (06) Years in PB-2, 9300-34800, Grade Pay 4800 or equivalent pay and relevant administrative service. Preference will be given to candidates:

- Who have work experience of IIT / IIM / Centrally Funded Institutions.
- Who have work experience of Stores and Purchase areas.
- Who have experience of working in Grade Pay 5400.

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

**Functions:** The Administrative Officer will be responsible for administrative activities like hostel management, guest house management, housekeeping management, transport management, procurement of different materials and services as per the requirement of the institute and general administration etc. and he / she will be responsible for close coordination with Senior Administrative Officer, Chief Administrative Officer and other concerned Officials. Good communication skill in English is essential.

The Administrative Officer will take care of the diverse administrative work of the institute. He / She will work in close coordination with different departments and committees of the institute.

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

**Salary:** Rs.15600 - 39100 ; Grade Pay - Rs.5400/- (PB-3).

**Post: System Administrator**

**Mode of Appointment:** Regular.

**Minimum Qualification:** MCA / B.Tech. / M.Tech. in Computer Science & Engineering / Information Technology.

**Experience:** Relevant Work experience of ten (10) years post qualification i.e. MCA / B.Tech. / M.Tech. in Computer Science & Engineering/Information Technology with a minimum service of Five (05) Years in PB-3, 15,600-39,100, Grade Pay 5,400 or equivalent pay. Preference will be given to candidates:

- Who have work experience of IIT / IIM / Centrally Funded Institutions.
- Who have CCNA / RHCE Certification.
- Who have experience of working in Grade Pay 6600.

**Age:** Not exceeding 40 years on the date of advertisement.

**Functions:** Managing the IT infrastructure (LAN, Server, Security, E-Mail, Web, Multimedia Projectors, Video Conferencing, EPABX etc.) of the institute. Design/implementing of new technology initiatives.

Knowledge of network, security, DNS, DHCP, VLAN, Operating systems (Linux, windows), virtualization, database and web development are required.

The ideal candidate will possess strong administrative 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. Good communication skill in English is essential.

**Salary:** Rs.15600 - 39100 ; Grade Pay - Rs.6600/- (PB-3).

**Post: Accountant**

**Mode of Appointment:** Regular.

**Minimum Qualification:** B.Com / BBA (Finance) / Inter ICWA.

**Experience:** Preference will be given to candidates who have work experience of IIT / IIM / Centrally Funded Institutions.

**Age:** Not exceeding 35 years as on the date of advertisement.

**Functions:** Responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates, and tax and other statutory requirements. Good communication skill in English is essential.

**Salary:** Rs.9300 - 34800 ; Grade Pay - Rs.4200/- (PB-2).

**GENERAL INSTRUCTIONS / INFORMATIONS / 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> up to 5 p.m. on 06 September 2017. Candidates should pay Application fee of Rs.500/- (**Non Refundable**) for General & OBC candidates through online mode only.
  - b) To pay online click on [https://iimranchi.ac.in/iimr\\_recruitment2017/payment\\_gateway\\_recruitment%2017](https://iimranchi.ac.in/iimr_recruitment2017/payment_gateway_recruitment%2017) and take the print out of the payment receipt. You need **transaction Id** for form filling.
  - c) Mail your payment receipt to [recruitment@iimranchi.ac.in](mailto:recruitment@iimranchi.ac.in) after online payment.
  - d) Separate application along with application fee should be applied for each post.
  - e) Any change of address given in the application form should be communicated to the institute.
3. SC / ST / PwD candidates are exempted from the application fee. The statutory provision for relaxing of age prescribed in case of the candidates belonging to SC / ST / OBC / PwD categories will be made applicable to them as per Government of India norms.
4. SC / ST / OBC / PwD candidates are required to produce the relevant certificate, as per format prescribed by the Government of India, at the time of interview / skill test / written test.
5. If candidates are not found suitable for regular assignment they may be offered the job on contractual assignment.
6. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview / written test / skill test. More stringent criteria may be applied for shortlisting the candidates to be called for interview / skill test.
7. It is the responsibility of the candidate to assess his own eligibility for the post for which he / she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, supply of fake document, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
8. 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 / test.
9. 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 / skill test. The decision of the Institute in this regard will be final.

10. Selection will be made on the basis of candidate's previous records and their performances in the interview / test.
11. Only shortlisted applicants will be contacted.
12. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of competent authority and the institute shall make appointments on consequential / new vacancies.
13. Selected applicants will be required to join the Institute immediately.
14. Travel fare (3<sup>rd</sup> AC) for to and fro journey by shortest route to shortlisted candidates to attend for interview / skill test process will be reimbursed on production of train tickets.
15. Applicants are required to bring all Original Certificates of their Academic and Professional Qualifications and Work Experience for verification on the date of interview / skill test. Applicants are also required to bring their Salary Slip at the time of interview / skill test.
16. Incomplete applications will not be considered for shortlisting the candidates.
17. Relevant experience is required to be filled only under column of experience.
18. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview / skill test.
19. The Institute reserves the right to reject any application / candidature at any stage of the recruitment process without assigning any reason(s).
20. The institute reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
21. The institute reserves the right to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
22. Number of posts advertised may be treated as tentative. The institute shall have the right to increase / decrease the number of posts at the time of selection and make appointments accordingly.
23. The institute reserves the right to decide criteria / procedure for shortlisting of the candidates.
24. The institute reserves the right to consider the appointment on regular / contract basis.
25. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.
26. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts of Ranchi.

27. Application processing fee shall not be refunded under any circumstances.
28. 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.
29. Canvassing in any form on behalf of any candidate will disqualify such candidate.
30. 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 made to the candidates.
31. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
32. Corrigendum/addendum, if any, will be made only in the institute website. Hence, all the applicants are advised to visit the institute website regularly.