

Indian Institute of Management Raipur

Appointment for Non-Teaching Positions

Advt. ID: IIMR/Rect./Non-Teaching/ 2024/05

Date: 23rd March 2024

Indian Institute of Management Raipur invites online applications for the Special Recruitment drive:

Sl. No.	Post	Pay Level	Group	No. of post and category					Total
				UR	EWS	OBC	SC	ST	
1.	Finance & Accounts Officer (Sr. Grade) (On Contract/Regular)	Consolidated emoluments at Level-11, Entry Pay: Rs. 67,700	A			1			1
2.	Finance & Accounts Officer (On Contract / Regular)	Consolidated emoluments at Level-10, Entry Pay: Rs. 56,100	A	1					1
3.	Assistant Finance & Accounts Officer (On Contract)	Consolidated emoluments at Level-9, Entry Pay: Rs. 53,100	B	1					1

1. Finance & Accounts Officer (Sr. Grade) (On Contract/Regular): 1 Posts (1OBC)

Qualification: Graduate with professional qualification of CA / CMA from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India.

Experience: In case of regular Appointment Minimum of 12 Years of experience out of which 5 years experience in level 10 with the grade pay of Rs. 5400/- or equivalent pay scale experience in Central PSU/ State PSU / Government / Semi-Government Organization / Autonomous Body. Preference will be given to candidates working with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

In case of contractual appointment 12 years of relevant experience with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

Upper Age Limit: 52 years

Pay Scale: Level – 11: Entry pay: Rs. 67,700

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to the performance and institutional requirements.

Job Profile: Correspondence with the Income Tax Department regarding Exemption/ Returns. 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 (FRSR etc.). Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders. Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary, and Page 3 of 8 honoraria to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. 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 duty assigned by FA&CAO / CAO / Dean / Director.

2. Finance & Accounts Officer: 1 Posts (On Contract / Regular) (1UR)

Qualification: Graduate with professional qualification of CA / CMA from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India.

Experience: In case of regular Appointment Minimum of 10 Years of experience out of which 5 years experience in level 9 with the grade pay of Rs. 5400/- or equivalent pay scale experience in Central / State PSU / Government / Semi-Government Organization / Autonomous Body. Preference will be given to candidates working with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

In the case of contractual appointment 10 years of relevant experience with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

Pay scale: Level – 10: Entry pay: Rs. 56,100

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to performance and institutional requirements.

Upper Age Limit: 50 years

Job Profile: Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Co-ordination with Auditors: Prepare Budget Estimate and Revised Estimate:

Correspondence with Income Tax Department regarding Exemption/ Returns. 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 (FRSR etc.). Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders. Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary, and Page 3 of 8 honoraria to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. 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 duty assigned by FA&CAO / CAO / Dean / Director.

3. Assistant Finance & Accounts Officer: 1 Posts (On Contract) (1UR)

Qualification: Graduate with professional qualification of CA / CMA from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India.

Experience: Minimum of 7 years experience in the relevant field. Preference will be given to candidates working with the Top 50 ranked educational institutes as per the latest NIRF Rankings.

Pay scale: Level – 9: Entry pay: Rs. 53,100

Contract Period: The period of the above-mentioned contractual employment will be initially for three years, which may be extended subject to performance and institutional requirements.

Upper Age Limit: 45 years

Job Profile: Responsible for managing correspondence with the Income Tax Department concerning exemptions and returns, as well as the preparation and presentation of Annual Budget Estimates and Revised Estimates to the Finance Committee of the Board of Governors. Additionally, oversee the regulation of individual claims in accordance with Central Government rules and orders (FRSR etc.), ensuring compliance with payment procedures for contractors and service providers as per GFR 2017 and Central Government directives. Coordinate the reconciliation of Academic Fee and income from MDP programs, while also managing payroll, issuing Form-16, calculating TDS for salary, and disbursing honoraria to faculty and staff. Maintain Institute accounts as prescribed by the Controller and Auditor General of India, responding to audit queries, and securing annual audit reports for submission to the Ministry for parliamentary review. Administer NPS accounts for employees and regulate pension and gratuity claims in accordance with Central Government regulations. Manage short-term and long-term investments, prepare half-yearly accounts, and ensure timely conduct of internal audits, while also fulfilling any other duties assigned by FA&CAO/CAO/Dean/Director.

Relaxation in Eligibility Criteria for Reserved Categories: -

1. The reservation policy of Govt. of India shall be applicable.
2. **Age:** Upper age limit is relaxable as per the standing instructions of Govt. of India for the following categories, **only if the post is reserved for these categories. :-**

Category	Age relaxation permissible beyond the upper age limit
Schedule Caste (SC) / Schedule Tribe (ST)	5 Years
Non-creamy layer Other Backward Class (NC-OBC)	3 Years
Person with Disability (PwD)	PwD + UR - 10 Years
	PwD + SC/ST - 15 Years
	PwD + NC-OBC - 13 Years

Degree of Disability for Reservation: Only such Physically Handicap candidates would be eligible for reservation in service/posts, **who have a minimum of 40% relevant disability.** Candidates applying against reserved posts are required to attach the attested copies of relevant certificates issued from the concerned competent Authority in the prescribed format of GoI.

3. SC/ST Candidates must enclose with application, the copy of the Caste Certificate in GoI prescribed format duly issued by the competent authority.
4. OBC (Non-creamy layer) candidates are required to submit a certificate in GoI prescribed format duly issued on or after 31.03.2023 by the competent authority. To avoid delay in submission of applications, NC-OBC candidates are allowed to apply with their NC-OBC certificate issued before 08.04.2024. Such candidates shall be required to produce the updated NC-OBC Certificate at the time of written test / interview.
5. The selection to the advertised posts will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.

General Information/Conditions: -

Candidates should read carefully the requisite minimum essential qualifications & experience given in the advertisement before applying for the post.

1. **Application forms can be submitted only through online mode on or before 23.04.24.**
2. The crucial date for determining the age and experience shall be the **closing date** for submission of online **applications i.e. 23.04.24.**
3. Good knowledge of Computer applications (MS Word, Excel, PowerPoint Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
4. Proficiency in both Hindi & English language is required for all the posts.
5. The Institute reserves the right to change/apply appropriate short-listing criteria in case of a large number of applications.
6. Candidates not found suitable for the position applied for, may be considered for a lower position.
7. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test/interview or/and for his/her selection.
8. The Institute will communicate only with short-listed candidates.
9. The number of vacancies indicated in the notification is tentative. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, the Institute also reserves the right NOT to fill any of the posts advertised without assigning any reason.
10. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the interview and reasons for not being called for an interview.
11. Canvassing in any form will be a disqualification.
12. The application form without the self-attested copies of all relevant certificates (both experience and Education) will be rejected.
13. Selected candidates will be required to join the duties within **one month.**
14. Outstation candidates called for written test/interview for the post will be paid travel allowance from the place of travel to Raipur and back by the shortest route through Demand Draft or NEFT on submission of valid to & fro tickets. Travel Allowance (TA) will be paid as per the following norms:

Name of the Post	Travel Allowance
Finance & Accounts Officer (Sr. Grade) (On Contract)	AC II tier or class travelled whichever is lower
Finance & Accounts Officer (On Contract/Regular)	
Assistant Finance & Accounts Officer (On Contract)	

15. Local travel charges and daily allowance will not be reimbursed.
16. Candidates are required to bring call letter at the time of the written test/interview along with copies of the relevant certificates in original for verification.
17. Incomplete applications will be rejected summarily.
18. IIM Raipur follows the reservation policy as per the Government of India Rules.
19. Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.

20. Ex-serviceman will be given age relaxation as per GoI Rules.
21. Women candidates are encouraged to apply. Application fee is exempted for women candidates.
22. SC/ST/NC-OBC/PwD Candidates must submit the copy of the Caste Certificate / Disability Certificate with application in GoI prescribed format duly issued by the competent authority.
23. The selection to the advertised post will be made as per the category mentioned against each vacancy. However, everything being equal, preference will be given to the reserved candidate.
24. The written test / skill test / interview will be held at IIM Raipur campus covering questions on technical knowledge, general aptitude, and basic government procedures and service rules relevant to the post applied.
25. Candidates are required to visit the institute website regularly for any updates. Any corrigendum / addendum with respect to the advertisement will only be uploaded on the Institute website & will not be published in the newspaper.
26. The shortlisted candidates will receive the intimation of written test / skill test / interviews through email only. The candidates are advised to configure their email accounts so as not to miss the intimation regarding written test / skill test / interview.
27. **Candidates who are employees of Government/Semi-Government/Public Sector Undertakings / Autonomous Bodies of GoI must submit a No Objection Certificate from their employer / department along with the application.**
28. Candidates applying for more than one post should apply separately for each post along with the payment of the requisite fee.
29. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
30. Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
31. If any technical issues during the online submission of the application, please contact at 0771-2474651/610 or email at staffrecruitment@iimraipur.ac.in.

Head, HR Office