

Online applications are invited from eligible Indian Nationals for appointment to the following positions:

S. No.	Name of Position	Mode of Recruitment	No. of Vacancy	Pay
01.	Manager (Executive Education and Consultancy)	Contract	01 (UR)	Consolidated Salary equivalent to Pay level 10 per month.
02.	Manager (Campus)	Contract	01 (UR)	Consolidated Salary equivalent to Pay level 08 per month.
03.	Senior Associate	Contract	03 (UR)	Consolidated Salary of Rs. 65,000/- per month (Gross).
04.	Administrative Associate (for Library)	Contract	01 (UR)	Consolidated Salary of Rs. 45,000/- per month (Gross).
05.	Administrative Associate (for Legal Cell)	Contract	01 (UR)	Consolidated Salary of Rs. 45,000/- per month (Gross).
06.	Library Trainee	Contract	04 (UR-03, NC OBC-01)	Stipend of Rs. 20,000/- per month.
07.	Clinical Psychologist (Part-time)	Contract	01 (UR)	Stipend of Rs. 30,000/- to 40,000/- per month.
08.	Consultant	Contract	01 (UR)	As per Govt. rules.

Positions of Pay Level 08 and above will be entitled to Group Medical Insurance as per Institute's policy.

The starting date to apply online is 16.10.2025 and the last date for submission of online application is 06.11.2025 till 5:00 PM.

Details about the eligibility criteria/online link etc. for the above post are available at IIM Ranchi website: <https://iimranchi.ac.in/careers/>

Advt.No. IIMR/HR/Recruitment/2025/876

Dated: 15.10.2025

1. Manager (Executive Education and Consultancy) (1 Position-UR) (On Contract)

A. Minimum Qualification:

- (i) Post-Graduation or equivalent with minimum 55% marks or equivalent from a recognised University/Institute;
- (ii) Minimum 8 years of relevant supervisory post-qualification experience in an Academic/Research Institution/ Corporate. Experience in executive education in a Business School is desirable.

B. Age

Not exceeding the age of 50 years as on the last date of application.

C. Job Profile

Handling of activities of Executive Education and Consultancy and other academic and non-academic assignment.

Supervise overall management and handling of activities related to Executive Education and Consultancy. Liaison with Ed-tech vendors, clients, and faculty members with respect to programme and sessions. Preparation of Academic calendar plans under the guidance of Dean EEC. Maintaining and building relationships with corporate houses, clients and potential recruiters.

D. Remuneration

A Consolidated Salary equivalent to Pay Level 10 (Gross) will be paid every month during the term of the contract for contractual appointments. If any retired senior official from the Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1-year basis, subject to performance review and requirement of the Institute.

2. Manager (Campus) (1 Position-UR) (On Contract)

A. Minimum Qualification:

- (i) Essential: B.E./B.Tech.(Civil Engineering) or equivalent with minimum 55% marks or equivalent.
- (ii) Experience: Minimum 5 years' relevant post-qualification experience.
- (iii) Preference: Recently retired personnel from CPWD/ Central Government/ Central Autonomous bodies/ Central PSUs/ Reputed Private Organisations

- (iv) The candidate should possess the experience of working in the field of Construction of major buildings; public infrastructure projects; campus development; relevant experience in Construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, building works, RCC works, like deep foundation, structural steel works for buildings, Technological structure and large value of civil engineering projects, providing expert advice on the designing; planning and management of civil construction projects; experience of working with PMCs; offering expert advice in all construction activities; meeting quality standards and compliance with statutory and regulatory requirements.
- (v) The candidate should have experience in overall execution & monitoring of large value Projects. Should be well conversant with the preparation of Project budget, cash flow etc. Shall possess knowledge of preparation of presentations for the Management.
- (vi) Candidate should have handled contract, closing of projects, knowledge of ISO requirements for quality management system.
- (vii) The Candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and contract management of construction projects etc.
- (viii) Should have knowledge and experience in preparation and evaluation of estimates; Tenders; NITs in the field.
- (ix) Should have knowledge of preparation/checking/approval of Civil, Structural and Architectural Drawings/Layouts etc.
- (x) Should have knowledge of entire construction audit i.e. Quality Audit, Study and analysis of project details, documents, various contract conditions, tax liability, cost structures, expenses, statutory requirement, project requirement along with other internal and external constraints to establish control system to avoid cost and time over run & certify for release of RA/ final payments of the bills raised, for payment by IIM Ranchi in a time bound manner.

B. Age

Not exceeding the age of 50 years as on last date of application.

C. Job Profile

- (i) Will be responsible for all aspects of Project Management for developing the Institute Campus.
- (ii) To review Project, determine time frame, funding limitations, procedures for accomplishing project. Keep the authority informed at each stage and submit monthly reports of progress.
- (iii) To direct and coordinate activities of project personnel to ensure project progress on schedule and within prescribed budget.
- (iv) To make safety inspections of the site when work is underway and ensuring regulations relating to health safety and the environment are adhered to.
- (v) Will be responsible to maintain all records with proper documentation.

~~(vi) Will be responsible for strengthening of working relationship between IIM Ranchi, the~~

OMC, Architect and other project participants. S/He will ensure to avoid any litigation, focus on strengthening financial controls over the process, ensure correctness, effectiveness, efficiency and contract compliances of the Institute's Project.

(vii) Will be responsible to ensure that proper government procedures are followed to avoid Audit objections at a later stage. Will also be responsible to clear Audit objections.

(viii) Will be required to supervise Operation and Preventive Maintenance Services at the Campus.

(ix) Liaison with Government Agencies and Statutory Authorities for clearance of building for use.

(x) In addition to the above, may be assigned any other tasks by the authorities.

D. Remuneration

A Consolidated Salary equivalent to Pay Level 8 (Gross) will be paid every month during the term of the contract for contractual appointments. If any retired senior official from the Central/State Government/ CFTIs/ Public Sector Undertakings/ Defence Forces is selected, his/ her consolidated salary will be fixed as per Govt. of India guidelines.

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1-year basis, subject to performance review and requirement of the Institute.

3. Senior Associate (3 Position-UR) (On Contract)

A. Minimum Qualification:

(i) Post-Graduation or equivalent with minimum 55% marks or equivalent, from a recognized University/Institute. Or B. Tech or BE (Civil Engineering/Electrical Engineering/CS/ECE/IT) with minimum 55% marks or equivalent, from a recognized University/Institute.

(ii) 03 years of relevant work experience.

B. Age

Not exceeding the age of 45 years as on the last date of application.

C. Job Profile

Working in various departments of the Institute in supporting roles, as assigned. Knowledge of MS Office, noting/drafting and experience in educational institutions is desirable.

D. Remuneration

A Consolidated Salary of Rs. 65,000/- (Gross).

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1-year basis, subject to performance review and requirement of the Institute.

4. Administrative Associate (for Library) (1 Position-UR) (On Contract)

A. Minimum Qualification:

- Master's Degree in Library & Information Science (MLISc) (with First Class), from a recognized University/Institute.
- A minimum of three years of post-qualification experience in the library of a reputed Institute/University.

B. Age

Not exceeding the age of 40 years as on the last date of application.

C. Job Profile

- To assist the Librarian in offering library services to the faculty and the students.
- To assist in acquiring, organising, managing, and distributing library resources.
- Accessioning, technical processing, cataloguing and classifying library materials.
- To upkeep library records, files, etc.
- Liaising with departmental academic staff, external organisations, and book suppliers.
- To assist in updating the Institutional Digital Repository.

D. Remuneration

A Consolidated Salary of Rs. 45,000/- (Gross).

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

5. Administrative Associate (for Legal Cell) (1 Position-UR) (On Contract)

A. Minimum Qualification:

- LLB with first class from a recognised university/institute;
- 02 years' experience as an Advocate or a Law Officer in the Legal Department of Central/ State government Department/ PSU/ statutory corporation or legal associate / consultant in an Advocate or Solicitors Office. The candidate should have excellent communication skills (both written and verbal). The candidate should have Knowledge of Computer applications viz. MS- Office.

B. Age

Not exceeding the age of 40 years as on the last date of application.

C. Job Profile

Handling of compliances, documentation and legal cases of the institute. Experience in labour laws and central government litigation is desirable. If selected, candidate will have to work full time for IIM Ranchi and will not be eligible for any part-time work or practice independently.

D. Remuneration

A Consolidated Salary of Rs. 45,000/- (Gross).

E. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

6. Library Trainee (4 Position-UR-03, NC-OBC-01) (On Contract)

(A) Minimum Qualification:

Master's Degree in Library & Information Science (MLISc) with First Class or equivalent, from a recognized University/Institute.

(B) Age:

Not exceeding the age of 30 years as on the last date of application.

(C) Job Profile:

The library trainee:

- (i) Needs to work six days a week in different shifts and on Sundays, and holidays, on a rotation asis.
- (ii) Will be trained on different functions & services of the library using emerging tools and technologies in the Library and Information field.
- (iii) Will do the technical processing of the library materials, i.e., classification, and cataloguing using international standards such as Dewey Decimal Classification Scheme, AACR-II, and MARC 21.
- (iv) Will do physical processing of library materials, i.e., Tagging RFID tags, Spine slips, Due Date slips, etc., in the books.

(v) Will do Check-in/Check-out of resources (Issue/Return/Renewal), arrange books and periodicals on racks, and answer reference queries.

(vi) Will provide assistance and guidance to library users.

D. Stipend:

Stipend of Rs. 20,000/- per month.

E. Contract Period

The initial contract period for a selected candidate will be 01 (one) year. The duration of the Contract may be extended for a further period of up to 1 (one) year, subject to performance review and requirement of the Institute.

7. Clinical Psychologist (Part-time) (1 position-UR) (On Contract)

A. Qualification

M.Phil/ M.A. in Clinical Psychology from a recognised University/Institute. He/She should have a valid current registration with the Rehabilitation Council of India as a Clinical Psychologist. Candidates with experience in providing counselling services at Higher Educational Institutions in the past would be preferred.

B. Age

Maximum 50 years as on last date of application.

C. Job Profile

The Primary task of the Clinical Psychologist would be to provide mental health/ psychological counselling services to students and other stakeholders of IIM Ranchi on a part-time basis.

D. Other terms

The Candidate would be required to visit IIM Ranchi campus as per a pre-decided schedule to be approved by IIM Ranchi for the purpose of counselling. The candidate will be expected to be available for online counselling and emergency assistance if required.

E. Remuneration

A Stipend of Rs. 30,000/- to 40,000/- per month will be paid every month during the term of the contract. The exact stipend would be fixed based on qualifications and experience of the Candidate.

F. Contract Period

The initial contract period for a selected candidate will be 2 (two) years. The duration of the Contract may be extended for a further period of up to 2 (two) years on a 1+1 year basis, subject to performance review and requirement of the Institute.

8. Consultant (1 Position- UR) (On Contract)

A. Minimum Qualification:

- (i) Graduate or equivalent from a recognised University/ Institute.
- (ii) A minimum of fifteen (15) Years of administrative experience out of which five (05) Years must be in the Grade Pay of Rs. 6,600/ Rs. 7600 (PB-3, 6th CPC) or equivalent in case of Central/State Government Department/ Organisations, or Defence Services, or Autonomous bodies, or Public Sector Undertakings (PSUs), or Reputed Private Organisations.

B. Age

Not exceeding the age of 65 years as on the last date of application.

C. Job Profile

Administrative functions in an educational institution. Knowledge of academic administration and government processes is desirable.

D. Remuneration

As per Govt. rules. In case the applicant has last worked in a reputed private organization, a Consolidated Salary of Rs. 60,000/- (Gross) will be paid every month during the term of the contract

E. Contract Period

The initial contract period for a selected candidate will be 01 (one) year. The duration of the Contract may be extended for a further period of up to 1 (one) year, subject to performance review and requirement of the Institute.

GENERAL INSTRUCTIONS/ INFORMATIONS/ CONDITIONS RELATED TO ADVERTISED POSITION

1. Candidates are requested to apply online through the website <https://www.iimranchi.ac.in/>, as per the prescribed procedure along with relevant documents. **Starting date to apply online is 16.10.2025 and the last date to apply online is up to 5 p.m. on 06.11.2025.**
2. The candidates should possess sound health, good moral character and should not be involved in or related to any criminal case or any type of offense/ act involving moral

turpitude.

3. After successful online submission of application, a print out of the application form must be obtained and submitted when called for interview. It will be required at the time of document verification/interview. Hard copy of the application is NOT to be sent to the Institute.

4. Candidates are advised to fill their correct and active e-mail addresses in the online application form, as all correspondence will be made by the Institute through e-mail only. Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed to the candidates in their registered e-mail. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

5. The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/ Ex- Servicemen candidates will be as per Government of India rules.

6. SC/ ST/ OBC/EWS/ PwD/ Ex-Servicemen candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview. Candidates will be required to have all necessary educational/category/experience/salary certificates/document at the time of application and will not be provided with additional time to produce any documents/certificates. Candidates will be required to provide salary certificates or pay slip and proof of salary credit in account for the entire period when they are claiming work experience. Internships or Traineeships will not be considered as work experience.

7. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. **REPUTED PRIVATE ORGANIZATION MEANS:-** A Private Company/Firm/organization having minimum annual turnover of Rs. 100 crores, for last 5 years OR a firm/Company having minimum 100 employees on its roll.

8. The experience requirement is relaxable at the discretion of the Institute.

9. The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.

10. It is the responsibility of the candidate to assess his/her 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.

11. Application forms incomplete in any way or not having required educational / experience certificates / the latest photograph is liable to be rejected without intimation.

12. Those who are working in Government/ Public Sector Establishments/ Autonomous Institutions will be required to produce a No Objection Certificate, if called for Interview.
13. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation, Pay particulars and signature of the Administrative Authority/Owner of the organization along with his/her seal.
14. The institute reserves the right to fill or not to fill the post advertised. The Institute reserves the right to reject any application/ candidature at any stage of the recruitment process without assigning any reason to this effect. The Institute reserves the right to withdraw the advertisement at any time without assigning any reason whatsoever.
15. Selection will be made on the basis of candidate's previous records and their performances in the interview.
16. The competent authority of IIM Ranchi reserves to right to conduct interview for the position advertised to select suitable candidates.
17. Only shortlisted applicants will be contacted.
18. 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 appointment accordingly.
19. Contractual appointments do not create any right whatsoever to any claim for future appointments in any contractual or regular position
20. The Institute reserves the right to decide criteria/ procedure for shortlisting of the candidates.
21. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
22. The Institute may verify the antecedents or documents submitted by a candidate at any time, including at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
23. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview. Canvassing in any form lead to disqualification.
24. No TA/ DA shall be paid to the applicants for appearing in the interview.
25. The institute may set higher criteria for shortlisting as per its discretion.

26. The institute may hold written test and/or interview for selection in any of the posts, as required.
27. The institute will fix pay for any retired government/autonomous body/PSU employees, if selected for any of the positions, as per government guidelines.
28. 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.
29. In case of any dispute / suites or legal proceedings against the institute, the jurisdiction shall be restricted to the Courts at Ranchi.
30. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institute shall be final.
31. Corrigendum/addendum, if any, will be made available only in the institute website, and will not be communicated to any person individually. Hence, all the applicants are advised to visit the institute website regularly.