



भारतीय प्रबंध संस्थान, सिरमौर

Indian Institute of Management, Sirmaur

Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P - 173025

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

(Under the aegis of Ministry of Education, Govt. of India)

Recruitment Notification No.: 02/2023, Dated: October 04, 2023

Advertisement for Various Non-Teaching Positions at IIM Sirmaur

About IIM Sirmaur

IIM Sirmaur is one of the newer institutions of the Indian Institute of Management family in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

Applications are invited for the following Positions:

Online Applications are invited from Indian Citizens for the following Non-Teaching Positions through Direct Recruitment or on Deputation Basis or on Contract.

S.No.	Name of the Post	Pay Level (7 th CPC)	Pay Scale (7 th CPC)	No. of posts and Category
Group ‘A’ Positions (On Deputation/ Direct Recruitment)				
1.	Chief Administrative Officer	Pay Level - 12	Rs. 78800 - 209200	01 (UR)
2.	Finance Advisor and Chief Accounts Officer (FA & CAO)	Pay Level - 11	Rs. 67700 - 208700	01 (UR)
3.	Administrative Officer	Pay Level - 10	Rs. 56100 - 177500	03 (UR-02, OBC-01)
4.	Executive Assistant to Director	Pay Level - 10	Rs. 56100 - 177500	01 (UR)
Group ‘A’ Positions (On Deputation/ Direct Recruitment/ Contractual)				
5.	Sr. Executive Engineer (Civil)	Pay Level - 11	Rs. 67700 - 208700	01 (UR)
6.	System Manager	Pay Level - 11	Rs. 67700 - 208700	01 (UR)
Group ‘B’ positions (Through Direct Recruitment)				
7.	Assistant Administrative Officer	Pay Level - 08	Rs. 47600 - 151100	01 (OBC)
8.	Horticulture Officer	Pay Level - 08	Rs. 47600 - 115100	01 (UR)
9.	Junior Engineer (Civil)	Pay Level - 06	Rs. 35400 - 112400	01 (UR)

Group ‘A’ Position (On Deputation/ Regular)

1. **Chief Administrative Officer (CAO) – 01 (UR): Level - 12 Rs. 78800 – 209200 + usual allowances.** Based on the current Government norms, *the gross monthly salary at the start of the scale would be: Rs. 1,64,107/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

Master’s Degree in any discipline from a recognized University/Institute with at least 55% of marks. Candidates with MBA/ PGDM/ LLB will be preferred.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions either on:

- (i) analogous post or equivalent or
- (ii) having at least 5 years’ experience in a post in Level-11 (7th CPC) or
- (iii) having at least 10 years’ experience in Level-10 and above (7th CPC)

Age: The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

(or)

On Direct Recruitment Basis

Essential :

Qualification:

Master’s Degree in any discipline from a recognized University/Institute with at least 55% of marks. Candidate with MBA/ PGDM/ LLB is preferred.

Experience:

Minimum of 15 years of relevant experience, including at least 5 years experience in level 11 or 10 year experience in 10 and above in a supervisory role/ head of an administrative unit in Central/ State Government Organizations/ PSUs/ Universities/

Autonomous bodies/ Centrally/ Funded Institutions/ Deemed University/ Private Higher Education Institutes of national repute.

Age : Preferably below 50 Yrs.

Job Responsibilities

- i) Work as a head of the General Administration and lead the team of officers and staff;
- ii) To coordinate the academic and administrative activities including personnel, general administration, stores and purchase, contract services etc;
- iii) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems;
- iv) Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions, etc. Further, CAO may be assigned institutional responsibilities in accordance with Institute's needs;
- v) Assisting in organizing various meetings of the Board of Governors (BoG)/its Committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities;
- vi) To coordinate RTI related matters;
- vii) Experience in handling legal matters;
- viii) Coordinating activities with faculty members and render necessary administrative support in the discharge of their academic duties and functions; and
- ix) Any other work or task that may be assigned by the Director from time to time.

Reporting : Chief Administrative Officer (CAO) will report to the Director.

2. **Finance Advisor & Chief Accounts Officer (FA&CAO) - 01(UR): Level-11**
Rs.67700-208700 + usual allowances. Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 1,05,687/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

A Pass in the Final examination of CA/ ICWA/ CMA.

Or

Master's Degree in Commerce/ MBA (Finance) /PGDM (Finance) – Two years course from a recognized University/Institute with First Class.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions either on:

- (i) analogous post or equivalent or
- (ii) having at least 5 years' experience in a post in Level-10 (7th CPC)

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

(or)

On Direct Recruitment Basis

Essential :

Qualifications

A Pass in the Final examination of CA/ ICWA/ CMA.

Or

Master's Degree in Commerce/ MBA (Finance) /PGDM (Finance) – Two years course from a recognized University/Institute with First Class.

Experience

A minimum of 12 years' relevant experience including 05 years' experience in immediate Lower pay Level-10 (7th CPC). Should have functioned as Head of Finance & Accounts in Central/State Government Organizations/PSUs/Autonomous bodies/Centrally Funded Institutions/Private Higher Education Institutes of national repute. Experience of finalization of Accounts, preparation of Balance Sheet is a must. Dealing with CAG Auditors will be an added advantages.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant comparable experience and emoluments in corporates of repute.

Desirable

Ability to supervise the functioning of a large accounts and finance department and coordinating their duties, computer literacy in accounting applications and operations with the ability to work independently for accounting/auditing/budgeting matters. Adequate knowledge of General Financial Rules and Government's financial norms and codes. Experience in dealing with the CAG Auditors will be an added advantage.

Job Responsibilities:

- (i) Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management;
- (ii) Preparation and presentation of the Annual Budget, Estimates, and Accounts of the Institute to the Finance Committee of the BoG;
- (iii) Regulation of the individual claims as per the Government of India's rules and instructions;
- (iv) Permitting payments of contractors in accordance with the provisions of the GFR and other rules/instructions of the Government of India as well as the Institute's norms;
- (v) Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute; and
- (vi) Any other work/task that may be assigned by the Director. FA&CAO shall report to the Director.

Age : Preferably below 45 years

3. **Administrative Officer : 03 (UR-02, OBC-01): Level-10 Rs.56100-177500 + usual allowances.** Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 88,635/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

- (i) Masters Degree (First class) from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.
- (ii) Masters Degree in Psychology (First Class) from a recognized University/Institute. Candidates with Ph.D. preferable - *for the position related to student activities and counselling.*

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions either on:

- (i) analogous post or equivalent or
- (ii) having at least 3 years' experience in a post in Level- 8 and above (7th CPC)

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

(or)

On Direct Recruitment Basis

Essential

Qualifications:

- (i) Masters Degree (First class) from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.

- (ii) Masters Degree in Psychology (First Class) from a recognized University/Institute. Candidates with Ph.D. preferable - *for the position related to student activities and counselling.*

Experience

- (i) A minimum of 08 years' relevant experience in General / Academic Administration out of which at least 03 years experience in the pay Level-08 and above of 7thCPC or equivalent, under the Central/State Government Departments or Organisations/Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant comparable experience and emoluments in corporates of repute.

- (ii) The candidates should have sound knowledge of computer operation and applications, government rules and regulations relating to administration, Finance (GFR) , purchase & stores , Academic administration and office procedures (CCS Rules) etc.
- (iii) Work experience in any of the following Academic / Administrative areas in CFTIs is preferable.
- (iv) Should be well versed in Admission process
- Conducting of Exams
 - Shortlistings of candidates, updating admission information on the Institutes website.
 - Digitisation of Admission Process.
 - Coordination with other IIMs regarding admissions etc.

For AO (Academics):

- (i) Should be proficient in designing, implementing and managing academic programmes, coordinate with Faculty and students to ensure the timely delivery of the academic activities such as academic calendar preparation, Term registrations, course-bidding before the beginning of the term, Class schedule preparation, Examination management, Grade compilation, result preparation , mark sheet preparation , courses material / book procurement,

Classroom management, Microsoft officesuite, LMS, Moodle, OLT, Black Board, Student Information system, ERP etc.

- (ii) Academic administration in consultation with Dean/Chair programmes. Faculty planning , Time table preparation, Classroom allocation, Conduct of Examination, Faculty feed back process, Interface with students and student committees.
- (iii) Experience in handling Student Affairs and Counselling.
- (iv) Handling the accreditation process (AACSB/EQUIS/AMBA/NIRF, etc.).
 - Coordinate with Faculty and the Academic department, information management, documentation and data management skills etc.

For AO (Placements & Corporate Relations):

- (i) Proficient with placement process and corporate relation activities
 - Should have good contacts with the companies who recruit from the reputed campuses
 - Support in placement process
 - Branding exercise
 - Building corporate connect and relations
 - Mentoring students for placements
- (ii) Managing student – exchange programme with the partner schools
Coordination with partner schools and Institute Faculty members on Faculty exchange programmes.
 - Managing International Immersion Programmes
 - Preparation and execution of MoUs related to Faculty and Student exchanges with the partner schools.

Age: Preferably below 45 years

Overall Job Responsibilities for all the posts:

- (i) Supervising the functions of General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
- (ii) Personnel Administration and Service matters;

- (iii) Extending administrative support to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
 - (iv) Managing both academic and administrative matters as and when required; and
 - (v) Any other work/task that may be assigned by CAO and/or the Director. The Administrative Officer shall report to CAO/Director
- 4. Executive Assistant to Director - 01 (UR): Level-10 Rs.56100-177500 + usual allowances.** Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 88,635/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

- (i) Master Degree from a recognized University/Institute.
- (ii) Candidates with MBA or MA in English and a course in secretarial practices will be preferred.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/ Autonomous institutions/Centrally Funded Institutions either on:

- (i) analogous post or equivalent or
- (ii) having at least 6 years' experience in a post in Level- 6 and above (7th CPC)

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

(or)

On Direct Recruitment Basis

Essential

Qualification

- (i) Master Degree from a recognized University/Institute.
- (ii) Candidates with MBA or MA in English and a course in secretarial practices will be preferred.

Experience

- (i) A minimum of 10 years' relevant experience out of which at least 06 years' experience in the pay Level-06 and above of 7th CPC or equivalent, under the Central/State Government Departments or Organisations/Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ PSUs/ Private Higher Education Institutes of National Repute. Candidates with experience in IIMs are preferable.

OR

- (ii) Candidates who are associated with the office of the Director/ CEO / MD with experience in large, private professional companies/ PSUs are encouraged to apply.

Note : Candidates having experience in shorthand or excellent in taking dictations will be preferred.

Job responsibilities:

To perform secretarial & related functions for the higher officials. To provide a professional and comprehensive administrative support service to the management team. Co-ordinate meeting arrangements/ Liaisoning with Ministry and Higher Education Institutions etc. In addition, any other relevant work may be assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. Any other relevant work may be assigned by the Competent Authority from time to time.

Age : Preferably below 45 years

Group ‘A’ Position (On Deputation/ Regular/ Contract)

5. **Senior Executive Engineer (Civil) - 01(UR): Level-11 Rs.67700-208700 + usual allowances.** Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 1,05,687/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions in campus construction either on:

- (i) analogous post or equivalent or
- (ii) having at least 5 years' experience in Level-10 and above

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

On Direct Recruitment Basis

Qualification:

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions:

- (i) having at least 10 years of experience of which 5 years' experience in Level-10 and above. Candidate with experience in campus construction will be preferred.

On Contract

Qualification:

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% of marks.

Experience:

Retired Persons from Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions with experience as follows:

- (i) having served as Engineering head in any Centrally funded Institutes/autonomous bodies having at least 10 years of experience of which 5 years' experience in Level-10 and above. Candidates with experience in campus construction will be preferred.

OR

- (ii) having comparable experience and emoluments in a corporate of repute.

Age : The maximum age limit for appointment on contract shall be, not exceeding 62 years, as on the closing date of receipt of applications.

Job Responsibilities

Senior Executive Engineer will be the head of the Project and Estate Office of IIM Sirmaur. The selected candidate would lead the project and estate team to manage all of the Institute's projects and ensure adherence to strict timelines. He/ she would also be responsible, among other things, for

- (i) Conceptualizing / Initiating / Planning Infrastructure projects to keep pace with the growing needs of the Institute.

- (ii) Recommending methodology to implement the projects and manage the project timelines.
- (iii) Preparing all works-related documents like detailed specifications, tender documents /drawings, notice inviting tenders, comparative statements, work orders and so on.
- (iv) Managing all engineering project contracts, liaison with architects and contractors, monitoring and controlling of all project activities and ensuring completion within their budgeted costs as well as timelines.
- (v) Maintenance and repair of buildings, offices and classrooms, and preventive maintenance of systems and equipment etc.
- (vi) All matters relating to the relevant committee of the Institute.
- (vii) Responsible for maintaining and implementing maintenance manual.
- (viii) Looking after Planning, design, estimation, tendering, contract management, execution, mechanization, construction, maintenance and renovation, billing, certification etc. of works involving, but not limited to, multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical and central HVAC system, electrical power distribution of whole campus, firefighting systems, building management systems, roads and area development, resolution of safety issues etc.

Reporting : Senior Executive Engineer (Civil) will report to the Director.

6. **Systems Manager - 01(UR): Level-11 Rs.67700-208700 + usual allowances.** Based on the current Government norms, *the gross monthly salary at the start of the scale would be : Rs. 1,05,687/-per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

On Deputation Basis

Essential :

Qualification:

BE / B.Tech / MCA/ M.Sc. in Computer Science / Information Technology from a recognized University/Institute with at least 55% of marks.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions and having experience in ICT infrastructure and website management, either on:

- (iii) analogous post or equivalent or
- (iv) having at least 10 years of experience of which 5 years' experience in Level-10 and above.

Age : The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

On Direct Recruitment**Qualification:**

B.E./ B.Tech/ M.Sc. in Computer Science / Information Technology from a recognized University/Institute with a minimum of 55 % marks.

Experience:

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions:

- having at least 10 years of experience of which 5 years' experience in Level-10 and above, in ICT infrastructure and website management.

Age : **Prefereably below 50 years**

On Contract**Qualification:**

B.E./ B.Tech/ M.Sc. in Computer Science / Information Technology from a recognized University/Institute with a minimum of 55 % marks.

Experience:

Retired Persons from Central/State Government Organizations/PSUs/Universities/Autonomous institutions/Centrally Funded Institutions with experience as follows:

- (i) having served as IT department head in any Centrally funded Institutes/autonomous bodies for at least 08 years', in a post in Level-10 and above (7th CPC).

OR

- (ii) having comparable experience and emoluments in a corporate of repute.

Age: The maximum age limit for appointment on contract shall be, not exceeding 62 years, as on the closing date of receipt of applications.

Job Responsibilities

The System Manager will team up with the IT Infrastructure Committee of the institute for all activities expected to be performed by him/her.

- Prepare a strategy for deploying ICT in alignment with the institute's academic and non-academic requirements in consultation with the IT Infrastructure Committee of the institute.
- Evaluate various options for the deployment of computers, networks, operating environment, software, and other hardware for providing the best Quality of Service (QoS) and security through the ICT infrastructure of the institute.
- Plan, control, and monitor ICT budget of the institute.
- Plan, design, implement and manage ICT infrastructure, services, and facilities for the institute, both at the existing location as well as at the upcoming campus.
- Select, implement, and manage the latest world-class ICT infrastructure for online and offline academic activities.
- Setting up and managing the campus LAN and Wi-Fi facilities at the existing and upcoming campuses.

- Manage setting up essential services such as DNS, Mail, Webserver, LDAP/AD, Moodle, etc.
- Manage configuration of Internet links and Gateways (UTM device).
- Planning and managing the ICT security services and being a single point of contact for security-related situations.
- Plan and manage AV infrastructure and facilities for smooth conduct of academic activities and other institutional events both at the existing location as well at the new campus
- Design, development, and maintenance of the Institute website and other portals
- Maintain/Monitor all ICT assets and services
- Oversee customized and specific ICT support services for all the users (faculty/staff/students etc.)
- Supervise and assign roles/responsibilities to subordinates
- Coordinate ICT team of the institute for the implementation of office automation modules
- Oversee the procurement ICT hardware, software, and services with necessary maintenance/support.
- Implementation of specialized software tools such as ERP, CRM, etc.
- Ensure the security of the ICT environment of the institute from all external and internal breaches.

Reporting : Systems Manager will report to the Director/ CAO.

Group ‘B’ Positions (Through Direct Recruitment)

7. **Assistant Administrative Officer : 01 (OBC) Level-08 Rs.47600-151100 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs. 73,656/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.*

Essential :

Qualifications

Masters Degree with 55% and above from a recognized University/Institute. Candidates with MBA (First class)/ equivalent Post Graduate Degree/ Diploma in Management will be preferred.

Experience -

- (i) A minimum of 06 years relevant experience in General / Academic Administration out of which at least 02 years experience in the pay Level- 07 and above of 7th CPC or equivalent, under the Central/ State Government Departments or Organisations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant experience in corporates of repute, at a comparable level, experienceand drawing comparable monthly emoluments.

- (ii) The candidates should have sound knowledge of government rules and regulations relating to administration, Finance (GFR) , purchase & stores , Academic administration and office procedures (CCS Rules) etc.

Job Responsibilities:

- (i) General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
OR
- (ii) Personnel Administration and Service matters;
OR
- (iii) Administrative Assistance to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- (iv) Any other work/task that may be assigned by the Competent Authority.

Age: Preferably below 40 years.

8. **Horticulture Officer - 01(UR) : Level-08 Rs.47600-151100 + usual allowances.** *Based on the current Government norms, the gross monthly salary at the start of the scale*

would be : Rs. 73,656/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.

Essential

Qualification

B.Tech/ B.Sc. degree or equivalent in Horticulture/ Agriculture/ Forestry from a recognized University.

Experience

A minimum of 06 years relevant experience in Horticulture/Agriculture/ Forestry out of which at least 02 years experience in the pay Level-07 and above of 7th CPC or equivalent, under the Central/ State Government Departments or Organisations /Autonomous bodies / Universities/ Centrally Funded Technical Institutes/ Private Higher Education Institutes of National Repute.

Or

The candidates working on contract in IITs, IIMs or other CFTIs or candidates with relevant comparable experience and emoluments in corporates of repute.

Desirable

- Experience of working with renowned organizations like GVB, or Five star hotels/ resorts as JE (Hort.) or equivalent.
- Knowledge of computer literacy and experience of working with computer office applications.
- Knowledge of nursery management.

Job Responsibilities

- (i) To ensure proper tendering procedures, and documentation related to horticulture/ landscaping activity and overseeing the execution of all the project-related tasks/works from time to time;
- (ii) To oversee the horticulture related activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications, safety standards and

all statutory/mandatory compliances ;

(iii) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies;

(iv) Any other work that may be assigned by the competent authority

Age: Preferably below 40 years

9. **Junior Engineer (Civil) - 01(UR) : Level-6, Rs.35400-112400 + usual allowances.**

Based on the current Government norms, the gross monthly salary at the start of the scale would be : Rs.55,722/- per month (approx.) plus the annual benefits like LTC, Medical insurance, etc.

Essential

Qualification

Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% marks.

Experience

A minimum of 03 years of relevant experience in reputed companies, preferably in construction companies / Educational Institutes.

Desirable

Expertise in using software relevant to the job profile/proficiency in the use of computer applications.

Job Responsibilities

(i) To ensure proper tendering procedures, documentation related to construction activity and overseeing the execution of all the project-related tasks/works from time to time;

(ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications,

safety standards and all statutory/mandatory compliances ;

(iii) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies;

(iv) Any other work that may be assigned by the competent authority

Age: Preferably below 35 years

MODE OF SELECTION:

1. For Group 'A' positions selection will be based on written test and Interview. The written/practical test is to assess written communication skills and computer skills. The written test is to shortlist the candidates for Interview.

2. For Group 'B' positions selection will be based on the performance in online test and written skill test

(i) Assistant Administrative Officer:

Written Test (MCQs type carrying one mark each).

The online test shall carry weightage of 50 percent.

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	30	30	
3.	Quantitative Ability and Reasoning	15	15	
4.	Profession related questions (GFR, CCS rules, RTI etc.)	40	40	
Total marks		100	100	

Skill Test

The written skill test shall carry a weightage of 50 percent and will consist of the following:

- (i) Computer proficiency in MS word, Excel, Power point, internet and email drafting etc;
- (ii) Noting, Drafting skills;
- (iii) Making proposals

Final selection criteria

The selection will be based on total marks obtained in two parts (online written test and written skill test), in order of merit, as follows:

Final Score: 0.5 X Marks obtained in online Test

Plus (+)

0.5 X Marks Obtained in the written skill Test

(ii) Junior Engineer (Civil) :

Online Test (MCQs type carrying one marks each).

The written test shall carry weightage of 50 percent.

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	15	15	
3.	Quantitative Ability and Reasoning	10	10	
4.	Subject knowledge related questions	60	60	
Total marks		100	100	

Skill Test

The written skill test shall carry a weightage of 50 percent and will be based on practical knowledge.

Final selection criteria

The selection will be based on total marks obtained in two parts (online written test and written skill test), in order of merit, as follows:

Final Score: $0.5 \times \text{Marks obtained in online Test}$

Plus (+)

$0.5 \times \text{Marks obtained in the written skill Test}$

(iii) Horticulture Officer:

Online Test (MCQs type carrying one mark each).

The written test shall carry weightage of 50 percent.

The brief details of the pattern and syllabus for written Test for the post is as below:

<u>S.No.</u>	<u>Subject</u>	<u>Total Questions</u>	<u>Total Marks</u>	<u>Duration of the Test</u>
1.	General Knowledge & Current Affairs	15	15	02 Hrs
2.	General English	15	15	
3.	Quantitative Ability and Reasoning	10	10	
4.	Subject Knowledge related questions	60	60	
Total marks		100	100	

Skill Test

The written skill test shall carry a weightage of 50 percent and will be based on practical knowledge.

Final selection criteria

The selection will be based on total marks obtained in two parts (online written test and written skill test), in order of merit, as follows:

Final Score: $0.5 \times \text{Marks obtained in online Test}$

Plus (+)

$0.5 \times \text{Marks obtained in the written skill Test}$

How to Apply:

(i) For Positions on Deputation Basis

Note:1: The departmental officer in the feeder grade who is in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(a) Period of deputation shall be for a period of 3 years.

It is requested that the **filled-in proforma at Annexure – 1**, from the eligible candidates should, along with the following complete documents, should be forward to this office latest by **October 25, 2023**.

- Application as in given Proforma at Annexure-I.
- No Objection Certificate
- Copy of ACRs/APARs of the preceding five years;
- Vigilance Clearance Report or Integrity Certificate.
- Minor/Major penalty for the last 10 years, if any.

(b) Application of only such officers who have at least four years service before their superannuation will be considered. Incomplete applications or not accompanied by the requisite

supporting documents or received after the due date is over, will not be considered.

(c) The officers/officials who are in higher Grade Pay/Scale of Pay shall not be appointed to a post in lower Grade Pay/Scale of Pay on deputation in terms of DoPT, Govt. of India OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010. Hence, such officers/officials need not apply for deputation.

(d) The application should be sent in an envelope super-scribing the post applied for so as to reach the following **on or before October 25, 2023.**

**The Director,
Indian Institute of Management Sirmaur,
Rampur Ghat Road, Tehsil – Paonta Sahib,
Dist – Sirmaur, Himachal Pradesh - 173025**

(ii) **For Positions on Direct Recruitment/ Contract**

Candidates are required to apply online in the prescribed format along with all requisite documents on the Institute's website www.iimsirmaur.ac.in by **October 25, 2023, 11:59 PM.**

Candidates (other than SC/ST/PWD/Women candidates) are required to pay a non-refundable **application processing fee of Rs. 500 (Rupees Five Hundred only) through the online payment gateway.**

Those who have appeared for the selection process earlier MAY NOT apply again.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in the Indian Institute of Management Sirmaur (IIMS), which is an Institute of National importance under the Ministry of Education, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of the online application. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.

4. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. shall produce a 'No Objection Certificate (NOC)' at the time of test /interview, as applicable.
5. The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for an interview/test. The age relaxation for the reserved categories i.e. SC/ST/NC-OBC/PWD shall be as per the Govt. of India norms.
6. Candidates desirous of applying for more than one position are required to apply separately for each post along with the fee as applicable.
7. Institute reserves the right to devise its shortlisting criteria for the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are in full and accurate.
8. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for the interview/ written test.
9. The decision of the Competent Authority at IIM Sirmaur in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/selection, the conduct of interview, will be final and binding on the candidates.
10. The competent Authority at IIM Sirmaur reserves the right to relax any of the criteria in case of candidates who are found exceptionally otherwise suitable.
11. No interim correspondence or personal enquiries shall be entertained by the Institute.
12. Institute reserves the right to seek any other certificate, including vigilance from the candidates already in service at any time during the process.

13. The Institute solely reserves the right not to fill all or any of the advertised positions/ number of posts in all positions without assigning any reason.
14. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
15. Appointment orders issued by the Institute shall be provisional. The Institute may verify the antecedents or documents submitted by a candidate. In case it is found at any time that any of the facts/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 shall stand canceled and services may be terminated without any notice period.
16. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
17. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
18. Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.
19. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
20. The Institute shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
21. Application submitted for a particular post is not transferable to any other post.
22. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the Institute.
23. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The Institute may restrict the number of candidates to be called for test/ interview on

the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to shortlist applications such as holding written test.

24. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of the interview may be either a personal interview in a venue fixed by the Institute or via online mode which will be at the discretion of the Institute.

25. Candidates who are provisionally shortlisted may be required to interact with the Chief Administrative Officer in connection with the documents and available time required for joining the Institute.

26. Candidates not found suitable for the post applied, may be considered for a lower position i.e. on contract or on regular basis.

27. Pay protection/ advance increments may be considered as per GoI norms.

28. The selected candidate may be posted in any of the sections / area of functioning as per Institute requirements.

29. The Institute reserves the right to increase or decrease the number of positions advertised.

30. No TA/DA will be paid for attending test/interview.

31. Legal disputes, if any, will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.

32. The Institute reserves the right to reject any application without assigning any reason whatsoever.

33. The Institute also reserves the right to extend the closing date for receipt of applications, results, etc.

34. All correspondence from the Institute, including an interview call letter, shall be sent to the e-mail ID provided by the candidate.

35. Any matter for which no specific instruction has been given shall be decided by the Institute, and the decision shall be final and binding on the applicants.

36. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/ contract, which shall be issued to the selected candidate if any.

37. For clarification of any Technical issues faced by the candidates during submission of online application form, **the applicants may contact at (landline) : 01704-277300 on all working days from Monday to Friday between 11:00 AM to 05:00 PM.**

Director
IIM Sirmaur

APPENDIX - I

Application for the post of on Deputation

1.	Name and Address (in BLOCK LETTERS)		
2.	Date of Birth		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualification		
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) Essential Desired	Qualifications/Experience Required (1) (2) (3) (1) (2)	Qualifications/ Experience possessed by the officer.
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	YES / NO	

7. Details of Employment, in chronological order starting from the current job. Enclose a separate sheet duly authenticated by yours signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay, Total Emoluments	Nature of duties (in detail)

8.	No. of Years / Period of Deputation so far held and name of organization, level, basic pay; if any	
9.	<p>Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organisation</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p> <p>(f) Others</p>	
10.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</p>	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Application Form duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Place _____

Date _____

Countersigned

(Employer Seal)