

Advertisement No.EST-II/A-02/2020/002

Dated: 01.08.2020

Career Opportunities

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under Ministry of Human Resource Development, Government of India. The Institute offers a congenial and professional working environment. The Institute invites applications for the following non-teaching positions on-contract / regular basis:

Sl.No.	Name of Post	No. of posts	Reservation
1	Chief Administrative Officer (On-contract)	1	UR
2	Financial Adviser and Chief Accounts Officer (Regular)	1	UR
3	Manager (EEC) (On-contract)	1	UR

For the right candidate higher start within the scale may be considered.

For full details regarding qualification, experience, job profile, terms & conditions, and other requirements, please visit our website: <https://www.iimtrichy.ac.in/careers-non-teaching>

Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website on or before **21.08.2020**.

Application submitted through any other mode will not be considered.

Non-Teaching posts on-contract / regular basis in IIM Tiruchirappalli

1. Chief Administrative Officer (CAO) – On-contract – One post

Tenure: Initial appointment will be for a period of 2 years. The contract may be extended annually based on Institute's need and candidate's performance. However, the total service period cannot exceed five years.

Pay Scale: Consolidated salary will be fixed between Rs.1,10,000/- to Rs.1,35,000/- based on experience and qualification.

Upper Age Limit: 50 years. For exceptionally qualified / experienced candidates, the age limit of 50 years may be relaxed.

Required Educational Qualification and experience:

Essential:

- 1 Post-graduate degree in any discipline with at least Second Class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Law / Management (MBA) from a reputed University / Institute OR Engineering graduates with a degree / diploma in management.
- 2 Should be excellent in oral and written communication in English.
- 3 Should be proficient in man-management with excellent interpersonal skills.

Desirable: Proficiency in MS Windows & MS Office and Internet.

Essential:

- 1 At least 15 years of post-qualification experience in heading administration of a government department or reputed Management Education Institute / University / College / Commercial organization of national / international repute, out of which at least 10 years in the Grade Pay of Rs.6600 (Level-11).

Desirable: Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.6600 (Level-11) is desirable. Senior Professionals who are recently retired and having relevant work experience may also be considered.

Job Profile: Chief Administrative Officer at IIM Tiruchirappalli should be dynamic, self-motivated, and professional to provide total administrative support for all the activities of the Institute. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The CAO is required to lead a team of Officers in the Institute and guide them in their day to day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services. He/She will be responsible for conducting the Board meetings and follow-ups. **He/She must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.**

Campus accommodation may be provided subject to availability with applicable license fee.

2. Financial Adviser and Chief Accounts Officer – Regular – One post

Pay Scale: Pay Level-11 as per 7th CPC

Upper Age Limit: 45 years

Required Educational Qualification and experience:

Essential:

Graduate degree in commerce (10+2+3) with at least second class (50% marks) from a reputed University / Institution and should have passed SAS (Commercial) /SOGE (Commercial) examinations of the Indian Audit & Accounts Department with at least 10 years post-qualification experience OR CA/ICWA with at least 10 years of post-qualification experience at the level of Accounts Officer in a reputed Management Education Institute / University / Commercial organization of national / international repute.

Desirable: Proficiency in Computer operations and Internet, and relevant experience in any IIM / IIT and other institutes of national / international repute in the Level -10 as per 7th CPC is desirable.

Job Profile: To manage the Institute's accounting, auditing, budgeting, finance and other related activities. He/She will also guide the Director / CAO in matters requiring clarifications on the Central Civil Service Rules. Should guide the officials in the Accounts Department of the Institute in matters relating to Accounting procedures, budget and Control systems, computerized accounting system etc. It would be the primary responsibility to get the Institute's account audited as per the Government of India rules. **He/She must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.**

Campus accommodation may be provided subject to availability with applicable license fee.

3. Manager – EEC (On contract)

Tenure: Two Years (Extendable based on the institute's need and candidate's performance)

Consolidated Salary: Rs.75,000/- to Rs.1,00,000/- per month based on experience and qualification.

Upper Age Limit: 63 years

Required Educational Qualification and Experience:

- Post Graduate Degree in Management / Commerce with at least second class (50% marks) from a reputed university / institution.
- Minimum 5 years' experience of handling business development, corporate training activities. Candidate with exposure to marketing executive education programs is desirable.

Job Profile:

Executive Programme and Consulting Development – Support Chairperson, EEC in planning, designing and developing customized and open Management Development program which will be delivered through online and offline mode. Do market trend analysis to identify industry training and consulting needs.

Key Account Management – Liaison with existing clients to identify future training and consulting needs and translate into new program. Responsible for growing the business from the existing clients.

Business Development – Develop a database of prospective clients – private, public and government establishments - and devise a plan to establish relationship through new programs which cater to their training and consulting requirements. Interacting with different departments of government to participate in the tendering process.

Executive Program and Consulting Delivery – Manager with her/his team is responsible for smooth delivery of all the programs to maintain the service excellency. Identify appropriate metrics and generate report to review the process to Chairperson, EEC. Interact with various wings of the institution for effective delivery of the program. Ensure the best hospitality is provided to all the participants during the program. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Critical Skills:

- Networking capability with Learning and Development personnel of private and public sector undertakings
- Excellent knowledge of developing executive program and consulting proposals
- Design and development of marketing and communication materials.
- Drafting of request for proposals (RFP) and responding to the RFPs.
- Effective executive communication skills to manage and grow clients
- Motivating, developing, and directing people as they work
- Working knowledge of Microsoft office and google docs

Reporting to: Chairperson, Executive Education and Consulting

Campus accommodation may be provided subject to availability with applicable license fee.

NOTE:

1. Candidates selected for the Chief Administrative Officer and Manager (EEC) positions will be appointed on contract basis for a specific period only on an appropriate consolidated salary.
2. Candidate selected for the position of Financial Adviser and Chief Accounts Officer will be initially appointed in the respective pay scale on probation for a period of two years and their appointment will be regularized/terminated based on their performance.
3. Higher start in the pay scale may be considered for exceptionally deserving candidates.

4. The Institute may relax all or any of the requirements related to qualification and experience in exceptional and deserving cases.

General Instructions:

1. In the case of candidates desirous to apply for more than one post, separate application for each post should be submitted.
2. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
3. Candidates with requisite qualifications acquired from recognized Universities/Institutions only need to apply.
4. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience etc., should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.
5. Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
6. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for selection process.
7. The Institute reserves the right to fill or not to fill any of or all the posts.
8. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
9. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for selection process.
10. No accommodation will be provided by the Institute to attend the selection process.
12. 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 including appointment offer made to the candidate.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
14. Canvassing in any form will disqualify the candidates.
15. Chief Administrative Officer and Manager (EEC) positions are purely on contractual in nature for limited time period. No claims can ever be made for regularizing these positions.

Mode of Selection:

The selection will be made through personal interview.

How to Apply:

1. Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/careers-non-teaching> on or before **21.08.2020**.