

Advertisement No.EST-II/A-02/2019/001

Dated: 29th May 2019

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:

Sl.No.	Name of Post	Pay Scale (7th CPC)	Vacant	Reservation
1	Chief Administrative Officer (On contract)	Level-12	1	UR
2	FA & CAO	Level-11	1	UR
3	Senior Administrative Officer	Level-11	2	UR-1, OBC-1
4	Administrative Officer	Level-10	2	UR-1, OBC-1
5	Administrative Officer (Accounts)	Level-10	1	UR
		Total	7	

Category: UR – Unreserved, OBC - (Other Backward Class- Non-creamy layer)

For the right candidate higher start within the scale may be considered. The Institute encourages people from Government/PSUs/ Govt. Autonomous Institutes / Bodies to join on deputation.

For full details regarding qualifications, experience, job profile, terms & conditions, and other requirements, please visit our website: www.iimtrichy.ac.in/careers

Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website on or before **28th June 2019**.

Application submitted through any other mode will not be considered.

Non-Teaching posts 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. However, the total service period cannot exceed five years.

Pay Scale: Consolidated salary will be fixed corresponding to **Level-12 as per 7th CPC**

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

Qualification:

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.

Experience:

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).
- 2 Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.6600 (Level-11) will be an added advantage.
- 3 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.**

2 Financial Adviser and Chief Accounts Officer – One post

Pay Scale: Level -11 as per 7th CPC

Upper Age Limit: 45 years

Educational Qualification and experience required:

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.

The Institute encourages people from CAG / IA&AD / Government / PSUs / Govt. Autonomous Institutes / Bodies to join on deputation.

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.**

3 Senior Administrative Officer – Two posts

Pay Scale: Level -11 as per 7th CPC

Upper Age Limit: 45 years

Qualification:

Essential:

- 1 Post-graduate degree in any discipline (10+2+3+2) with at least second class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Public Administration or Post-graduate Degree in Management from recognized universities / institutions with at least second class (50% marks), with consistently good academic record.
- 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.

Experience:

Essential: At least 10 years of post-qualification administrative experience in a government department or reputed Management Education Institute / University / College / commercial organization of national/international repute, out of which at least 5 years in the level of Administrative Officer.

Desirable: Relevant experience in any Government organization or an IIM / IIT and other institutes of international repute in the Grade Pay of Rs.5400 (Level-10) is desirable.

The Institute encourages people from Government / PSUs / Govt. Autonomous Institutes / Bodies to join on deputation.

Job Profile: To assist in planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute. In-charge of day-to-day administration and will facilitate smooth functioning of the Institute. To provide support to faculty in academic activities. To function with operational guidance of Chief Administrative Officer and will report to him. **He/She must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.**

4 Administrative Officer – Two posts

Pay Scale: Level -10 as per 7th CPC

Upper Age Limit: 40 years

Qualification:

Essential:

- 1 Post-graduate degree in any discipline (10+2+3+2) with at least second class (50% marks) with a post-graduate diploma in management from a reputed University / Institute OR Post-graduate degree in Management (MBA) (10+2+3+2) from a reputed University / Institute.
- 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, Internet, Knowledge / experience of working with LMS will be an added advantage.

Experience:

Essential: Post qualification experience of at least 8 years in administration / academic / admission activities out of which 5 years in independently handling these functions preferably in a reputed Management Education Institute / University / College.

Desirable: Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600 (Level-7) /Rs.4800 (Level-8) is desirable.

The Institute encourages people from Government / PSUs / Govt. Autonomous Institutes / Bodies to join on deputation.

Job Profile: To look after all the administrative / academic / admission activities at the Institute. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials. He / She shall report to Chief Administrative Officer / Senior Administrative Officer / Chairpersons of respective activities. **He/She must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.**

5 Administrative Officer (Accounts) – One post

Pay Scale: Level -10 as per 7th CPC

Upper Age Limit: 40 years

Qualification:

Essential:

- 1 Graduate degree in Commerce (10+2+3) with at least second class (50% marks) from a recognized university/institution with consistently good academic record.
- 2 Should have passed Intermediate in CA / ICWA OR should have passed SAS (Commercial) / SOGE (Commercial) conducted by IA & AD.
- 3 Should be well versed with General Financial Rules and FR&SR of GoI.
- 4 Should be well versed with computerized accounting system and must have thorough knowledge of Tally – Version 9.
- 5 Should be excellent in oral and written communication in English.

Desirable: Proficiency in MS Windows & MS Office and Internet

Experience:

Essential: Post qualification experience of at least 5 years at the level of Junior Accounts Officer in a reputed Management Education Institute / University / Govt. Autonomous Institutes / Bodies / public or private sector organization of national / international repute.

Desirable:

- 1 Serving officials in the rank of AAO/AO of IA & AD
- 2 Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600 (Level-7) /Rs.4800 (Level-8) is desirable.

The Institute encourages people from CAG / IA&AD / Government / PSUs / Govt. Autonomous Institutes / Bodies to join on deputation.

Job Profile: To assist the FA & CAO in managing the Institute's accounting, auditing, budgeting, financial and other related activities. Should guide the staff members in the Accounts Department in matters relating to Accounting procedures, Budget and Control systems, computerized accounting system etc. Any other job as assigned by the higher officials. He / She shall report to FA & CAO. **He/She must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.**

NOTE:

1. Candidate selected for the position of Chief Administrative Officer will be appointed on contract basis for a specific period only on an appropriate consolidated salary. Candidates selected for all other positions will be appointed in the respective pay scales, initially on probation for a period of two years and their appointment will be regularized based on their performance.
2. Higher start in the pay scale may be considered for exceptionally deserving candidates.
3. Candidates who are shortlisted for final interview but do not merit appointment to the post applied may be considered for next lower post depending upon their suitability for the lower post.
4. The Institute may relax all or any of the requirements related to age, 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. Age is determined as on the closing date for receipt of applications. Age relaxation will be followed as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation.
3. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
4. Candidates with requisite qualifications acquired from recognized Universities/Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through fulltime courses.
5. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience, community certificate and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses should be produced in original at the time of test and interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the test and interview.
6. 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.
7. Candidates already in government service / PSU / Govt. Autonomous Institute should either apply through proper channel or should attach a **No Objection Certificate** from the present employer. If applying through proper channel, proof shall be attached in the online form.
8. All outstation candidates called for selection process will be paid shortest II-AC Class Railway Fare from the place of duty/residence to Tiruchirappalli (Trichy) except local travel at origin place and Trichy city on production of proof of travel.
10. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for selection process.

11. The Institute reserves the right to fill or not to fill any of or all the posts.
12. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
13. 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.
14. No accommodation will be provided by the Institute to attend the selection process.
15. 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.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
17. Canvassing in any form will disqualify the candidates.
18. Preference will be given to PwD candidates if found suitable.

Mode of Selection:

The selection will be made through both written test and personal interview

How to Apply:

1. Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website <http://www.iimtrichy.ac.in/careers> on or before **28th June 2019**.