

<p>Chief Administrative Officer</p> <p>Overall in charge of Administrative Functions, Responsible to the Director, Secretary to the Board, and Member Secretary of the Building Works Committee, Engage in administration, finance & accounts-related works of the Institute, Required to lead a team of Officers in the Institute and guide them in their day-to-day activities and to coordinate and control the academic and administrative activities including personnel, general administration, security and hostel management, estate management, engineering & construction, stores & purchase, outsourced services, etc., Responsible for accounting, auditing, budgeting, financial, and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems, Nodal Officer for MoE in matters of Grievances, SC/ST/OBC, Parliament Questions, etc., Shall be assigned institutional responsibilities under the Institute's needs., Required to assist in organizing various committee and BoG meetings and prepares agendas and minutes of meetings, Liaison between the Institute and outside authorities, He / She is required to coordinate activities with faculty members and render necessary administrative support in the discharge of their duties.</p>
<p>FA & CAO</p> <p>Correspondence with the Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders (FRSR etc.). Payment of contractors' / Service providers bills as per GFR 2017 and Central Government orders. Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary, and Page 3 of 8 honoraria to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short-term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries.</p>
<p>Librarian and CKO</p> <ol style="list-style-type: none"> 1. Overall Library Management 2. Allocation of staff, job description and staff development 3. General administration of the Library 4. To coordinate with the Library Committee 5. Reference services 6. Technology applications in the Library 7. External library interface
<p>Senior Administrative Officer GR I</p> <p>Handling of General Administration and lead the team of officers and staff; To coordinate the academic and administrative activities including personnel, general administration, stores and purchase, contract services etc; Overall responsibility, supervision and monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time. He / She may also be assigned establishment and administration related duties to be discharged under the guidance of the Chairperson and CAO.</p>
<p>Senior Administrative Officer GR II</p> <p>To assist in planning and implementing all the human resource related activities of the Institute including human resource planning, recruitment, deployment, training & development, performance evaluation, promotions, counseling & discipline of employees etc. To provide support to faculty in Human resource related activities. He/she will also take care of faculty and staff welfare activities.</p>

Systems Administrator
<ol style="list-style-type: none"> 1. Maintaining and updating the Institute website and portals 2. Managing and troubleshooting the Network infrastructure of the Institute 3. Maintaining the backbone connectivity established between hostels, guest house, and staff quarters 4. Maintaining the Wi-Fi network installed at the Institute 5. Providing round-the-clock internet access to the faculty, staff, and students and monitoring the internet connectivity availed through the Internet Service Providers 6. Providing trouble-free service for the applications like Video Conferencing and Classroom audio-visual solutions 7. Design, develop and monitor the network architecture for the proposed campus 8. Support publishing of online result for the admissions department 9. Creating and maintaining Wi-Fi login accounts, email accounts for faculty, staff and students 10. Configuring and maintaining all IT related equipment like desktops, servers, routers, switches, firewall, access-points, projectors etc 11. Installation and troubleshooting of operating systems and application software 12. Implementing and maintaining the softwares required for automating the academic and user department activities
Administrative Officer (Admin & HR)
<p>Travel and transport arrangements; vehicle fleet management; Supervising outsourcing services; organizing meetings & conferences; Managing student hostels & mess; organizing student events; monitoring housekeeping, security, and F&B services through various agencies;</p> <p>“Recruitment to Retirement” life-cycle of teaching and non-teaching staff; Personnel and industrial relations matters; Maintaining service books, personal files, leave records etc.; Establishment and service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines; IIM Act 2017 and Institute Regulations & Procedures; Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff; Statutory compliances pertaining to the services of teaching and non-teaching staff; matters of Board and various Committees; maintenance of confidential records; RTI Act 2005 compliance; Parliament Questions; Coordination with other IIMs; Coordination and liaison with Ministry of Education & other GOI Ministries & Departments; Annual Reports & Institute publications; Contracts, MOUs and Agreements of the Institute; Official Language, etc.</p>
Administrative Officer (Purchase)
<p>Purchase & Stores activities including end-to-end procurement processes such as Indents, Purchase/ Procurement, Stores, Issue, Asset Accounting & Management in accordance with GOI Rules (e.g. GFR 2017), Institute Guidelines; Inventory Control; Monitoring & Management of all Stores & Supplies; Vendor management, empanelment; Vendor evaluation and rating; vendor bill processing; preparing Budgets; Managing Annual Procurement / Rate Contracts; Preparing tender documents, floating and evaluation of tenders; Stock control and maintenance of all stock ledgers; annual stock-verification.</p>
Accounts Officer

Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Coordination with Auditors: Prepared Budget Estimate and Revised Estimate: Correspondence with Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders. Payment of contractors' / Service providers bills as per G.F.R. and Central Government orders. Reconciliation of Academic Fee, income from MDP programmes maintaining payroll, issue of form – 16, TDS calculation for salary and honorarium to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short-term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries.

Assistant Librarian

1. Library Management
2. Allocation of staff, job description and staff development
3. General administration of the Library
4. To coordinate with the Library Committee
5. Reference services
6. Technology applications in the Library
7. External library interface

Estate Manager

Day-to-day management of project site related activities of the campus. Entire estate maintenance, maintenance planning (proactive/preventive/reactive), civil, electrical, mechanical, HVAC, gardening and manpower deployment as per requirement. a. Maintenance of the campus buildings and facilities. Maintenance of green environment with necessary horticulture works and maintaining the same. Maintenance of all civil, electrical, HVAC, fire safety, water supply and mechanical equipments in campus buildings and facilities and maintaining the inventory of the same. Maintenance of all furniture in campus buildings and facilities. Supervise implementation of all annual maintenance contracts. Coordination with CPWD and other govt. departments as per institute requirements. Planning and designing of necessary facilities as per institute requirements. Providing broad scope of work and technical specifications for tender documents with respect to estate office. Water management by taking up necessary steps to save and conserve water. Power management by taking up necessary steps to conserve and save electricity. Liaison works with local statutory bodies as per institute's requirements. Periodically carry out estate maintenance audit, road safety audit and fire safety audit of the campus. Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works. To ensure receipt, checking and submission of proposals for payment of electricity bills, water bills etc. Any other tasks assigned as per requirement of the institute.

Assistant Administrative Officer

Travel and transport arrangements; vehicle fleet management; Supervising outsourcing services; organizing meetings & conferences; Managing student hostels & mess; organizing student events; monitoring housekeeping, security, and F&B services through various agencies; Recruitment process of teaching and non-teaching staff; Personnel and industrial relations matters; Maintaining service books, personal files, leave records etc.; Establishment and service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines; IIM Act 2017 and Institute Regulations & Procedures; Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff; Statutory compliances pertaining to the services of

teaching and non-teaching staff; matters of Board and various Committees; maintenance of confidential records; RTI Act 2005 compliance; Parliament Questions; Coordination with other IIMs; Coordination and liaison with Ministry of Education & other GOI Ministries & Departments; Annual Reports & Institute publications; Contracts, MOUs and Agreements of the Institute; Official Language, etc.

Assistant Accounts Officer

Proper maintenance of accounts, disbursement, investment, attending to statutory audit, CAG Audit: Coordination with Auditors: Prepared Budget Estimate and Revised Estimate: Correspondence with Income Tax Department regarding Exemption/ Returns. Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. Regulation of the individual claims as per Central Government rules and orders. Payment of contractors' / Service providers bills as per G.F.R. and Central Government orders. Reconciliation of Academic Fee, income from MDP programmes maintaining payroll, issue of form – 16, TDS calculation for salary and honorarium to faculty and staff: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. Maintenance of NPS accounts of the employees: Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. Managing short-term and long-term investments of the Institute: Preparation of half-yearly accounts of the Institute: Ensuring timely conduct of internal audit and responding to audit queries.

Senior Library Professional – Gr I

To assist the Librarian in offering the library services to the Faculty and the students. Library Management. To assist the librarian for administration of the Library. To coordinate with the Library Committee. Maintenance of Library Books. Technology applications in the Library. Required to do day-to-day activities and coordinate with the Library activities.

Administrative Assistant

Supervision/ monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like the Academic Office, Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions Office in their proper functioning. To coordinate with the Sr. AO/ AO and the other departments for the smooth functioning of the section. To organize events/ activities as per the department requirements.

Senior Accountant

Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.

Office Assistant

Supervision/ monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like the Academic Office, Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions Office in their

proper functioning. To coordinate with the Sr. AO/ AO and the other departments for the smooth functioning of the section. To organize events/ activities as per the department requirements.

Accountant Gr I

Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.

Sr Lib & Info Assistant

To assist the Librarian in offering the library services to the Faculty and the students. Library Management. To assist the librarian for administration of the Library. To coordinate with the Library Committee. Maintenance of Library Books. Technology applications in the Library. Required to do day-to-day activities and coordinate with the Library activities.

Assistant Engineer - Civil

To monitor all Civil and other maintenance work and to assist in future and current projects of IIM Tiruchirappalli. To be responsible for all matters connected with the efficient management of the Section, To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them, to ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained. Maintenance planning (proactive/preventive/reactive), civil, gardening and manpower deployment as per requirement. Maintenance of the campus buildings and facilities. Maintenance of green environment with necessary horticulture works and maintaining the same. Maintenance of all civil related works in campus buildings and facilities and maintaining the inventory of the same. Maintenance of all furniture in campus buildings and facilities. Supervise implementation of all annual maintenance contracts. Coordination with CPWD and other govt. departments as per institute requirements. Planning and designing of necessary facilities as per institute requirements. Providing broad scope of work and technical specifications for tender documents with respect to estate office. Liaison works with local statutory bodies as per institute's requirements. Periodically carry out estate maintenance audit, road safety audit and fire safety audit of the campus. Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works. Any other tasks assigned as per requirement of the institute.

Junior Engineer - Electrical

To monitor all Electrical and other maintenance work and to assist in future and current projects of IIM Tiruchirappalli. Maintenance planning (proactive/preventive/reactive), electrical, mechanical, HVAC as per requirement. Maintenance of all electrical, HVAC, fire safety, water supply and mechanical equipments in campus buildings and facilities and maintaining the inventory of the same. Supervise implementation of all annual maintenance contracts. Coordination with CPWD and other govt. departments as per institute requirements. Planning and designing of necessary facilities as per institute requirements. Providing broad scope of work and technical specifications for tender documents with respect to Electrical works. Water management by taking up necessary steps to save and conserve water. Power management by taking up necessary steps to conserve and save electricity. Liaison works with local statutory bodies as per institute's requirements.

Periodically carry out fire safety audit of the campus. To ensure receipt, checking and submission of proposals for payment of electricity bills, water bills etc. Any other tasks assigned as per requirement of the institute.

Junior Systems Engineer GrII

Installation, configuration and maintenance of the core devices like Firewalls, Core switches, IPPBX, DVMS Servers and WiFi controllers on High Availability mode to provide 99.9 % uptime. Install, configure and maintain the data centre that has multiple servers in virtualized environment. To independently troubleshoot and fix any of the issues that may arise in the core devices. Manage a team that handles the L1 & L2 activities. Updation of knowledge Technology advancement in all the IT related areas. Manage the High Availability configurations in the core devices. Handle the note preparation for obtaining approvals and documentation of the IT related processes in a routine manner. Handle the backend administration and maintenance of the ERPs and Web applications. Access and recommend the user requirement for the routine upgradation of the software and hardware applications/products. Renewal of the licenses and support contract of all the IT and AV products and operation/service contracts. The configuration of the AV Switchers and controllers. Knowledge of applications/tools that are needed for the software programming, Website administration, database administration, hosting panel administration, Software testing etc. To independently install, configure and maintain all the core IT & AV devices like firewall, core switches, WiFi Controllers, IPAM, IPPBX, Servers with replication, AV Switchers & AV controllers, etc. Report to the technical head of the ICT department which would be the Systems Administrator or equivalent/higher officer and responsible to work under his guidance and supervision. Independently configure and maintain the core IT devices like firewall, core switches, IPAM, IPPBX etc To maintain the assets of all the IT & AV devices.

Accountant Gr II

Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.

Senior Assistant

Assisting in supervision/ monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like the Academic Office, Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions Office in their proper functioning. To coordinate with the Sr. AO/ AO and the other departments for the smooth functioning of the section. To organize events/ activities as per the department requirements.

Junior Assistant

Assisting in supervision/ monitoring of the Section/Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time.

To support the various sections of the Institute like the Academic Office, Placement Office, International Relations Office, Alumni Relations Office, MDP & Admissions Office in their

proper functioning. To coordinate with the Sr. AO/ AO and the other departments for the smooth functioning of the section. To organize events/ activities as per the department requirements.
Junior Accountant
Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.
Junior Library & Information Assistant
To assist the Librarian in offering the library services to the Faculty and the students. Library Management. To assist the librarian for administration of the Library. To coordinate with the Library Committee. Maintenance of Library Books. Technology applications in the Library. Required to do day-to-day activities and coordinate with the Library activities.
Junior Technical Assistant (IT)
The routine maintenance of the network (Switching and security) and Controller based WiFi infrastructure. To support the faculty, officers, staff, students, residents and guests to troubleshoot the connectivity issues in the end user devices. To provide support to the user departments and students to conduct various academic and non-academic events (online and offline). To learn and update the knowledge according to the technology advancement in the IT area. To learn and manage the High Availability configurations in the core devices. To involve in the documentation of the IT related processes in a routine manner. Trouble shoot the VoIP terminals and Surveillance system to guarantee 99.9 percent uptime. Installation, troubleshoot and maintain the servers in virtualised environment. Installation and maintenance of desktops, printers and all other peripheral devices. Learn to independently configure and maintain the core IT devices like firewall, core switches, IPAM, IPPBX etc To maintain the operation of other IT related infrastructure and software applications that includes AV devices in classroom, Website administration, database administration, hosting panel administration etc. Responsible to maintain the assets of all the IT & AV devices.
Driver
To work as the Driver of the Institute's vehicles and multi-skilled-staff.
Multi-Tasking Staff
To help the officials in day-to-day activities. Files and Tapal inward and outward movement. Maintaining office equipment and machinery, records. Any other related works assigned from time to time

