

Advertisement No.EST-II/A-02/2020/001

Dated: 25.03.2020

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 basis:

Sl.No.	Name of Post	No. of posts
1	Senior Finance and Accounts Officer	1
2	Estate Manager	1
3	Manager (EEC)	1
4	Manager (Chennai Campus)	1
5	Library & Information Assistant	1

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: www.iimtrichy.ac.in/careers.

Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website on or before **30.04.2020**.

Application submitted through any other mode will not be considered.

Non-Teaching posts on contract basis in IIM Tiruchirappalli

1. Senior Finance & Accounts Officer (On Contract)

Tenure: Two Years (Extendable based on the need and performance)

Consolidated Salary: Rs. 1,00,000/- per month

Upper Age Limit: 63 years

Required Educational Qualification and Experience:

- Graduate degree in commerce with at least second class (50% marks) from a reputed University / Institution
- Should have passed SAS (Commercial) /SOGE (Commercial) examinations of the Indian Audit & Accounts Department OR CA/ICWA
- At least 5 years' post-qualification experience in Government Organizations/PSUs/Centrally Funded Educational Institutions at pay level 11 or above in Finance & Accounts Department/Section.
- Must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.

Desirable:

Proficiency in Computer operations and Internet, and relevant experience in any IIM /IIT/NIT/IIIT and other centrally funded institutes of national repute.

Job Profile:

- Manage Institute's accounting, auditing, budgeting, finance and other related activities.
- Guide the officials in the Accounts Department of the Institute in matters relating to Accounting procedures, budget and Control systems, computerized accounting system etc.
- Primarily responsible to get the Institute's account audited as per the Government of India rules.
- Guide officials on matters related to the Central Civil Service Rules.
- Send periodic statutory reports and other reports to as per requirement
- Any other tasks assigned as per requirement of the institute.

The Institute encourages recently retired people from CAG / IA&AD / Government / PSUs / Govt. Autonomous Institutes / Bodies to apply.

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

2. Estate Manager (On Contract)

Tenure: Two Years (Extendable based on the need and performance)

Consolidated Salary: Rs. 1,00,000/- per month

Upper Age Limit: 63 years

Required Educational Qualification and Experience:

- Graduate degree in Civil Engineering with at least second class (50%) from recognized universities/institutions.
- At least 5 years post-qualification experience in State or Central Government Organizations/PSUs/Centrally Funded Educational Institutions at pay level 11 or above in construction/estate maintenance Department/Section.

Desirable: Proficiency in Computer operations and Internet, and relevant experience in any IIM /IIT/NIT/IIIT and other institutes of national / international repute.

Job Profile:

- Day-to-day management of project site related activities of the campus.
- Entire estate maintenance, maintenance planning (proactive/preventive/reactive) and manpower deployment as per requirement.
- Campus upkeep and gardening.
- Periodically carry out estate maintenance audit
- Any other tasks assigned as per requirement of the institute.

The Institute encourages recently retired people from CPWD/PWD/Government/PSUs/Govt. Autonomous Institutes/Bodies to apply.

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

3. Manager – EEC (On contract)

Tenure: Two Years (Extendable based on the need and performance)

Consolidated Salary: Rs. 75,000/- per month

Upper Age Limit: 63 years

Required Educational Qualification and Experience:

- Master degree in Management/Commerce with at least second class (50% marks) from a reputed University / Institution.
- At least 5 years of post-qualification experience in administrating and marketing Executive Education Programmes and Consulting Activities in any business school of repute/ Government Organizations/PSUs/Centrally Funded Educational Institutions.

Desirable:

Work experience in an IIM / IIT / NIT and any other institutes of international repute will be preferred.

Job Profile:

- To work with the Chairperson of Executive Education and Consultancy in planning and delivering executive education programmes and consultancy activities.
- Provide all logistic support to the MDP programmes and consultancy activities.
- Arrange boarding and lodging for MDP participants.
- To liaise with participants / Faculty/ Administration of the Institute.
- To market the Executive Education Programmes.
- To have close liaison with industry/ corporate for generating EDPs.
- To organize “industry-institute interaction” for organizing business thought leadership lectures by industry professionals.
- To organize conferences/ workshops/ seminars/ round tables.
- Overall in charge of all marketing and administrative side of the MDP activities of the Institute.
- Responsibility for proper discharge of duties by his/her subordinates
- Manage e-learning centre
- Any other tasks assigned as per requirement of the institute.

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

4. Manager – Chennai Campus (On contract)

Tenure: Two Years (Extendable based on the need and performance)

Consolidated Salary: Rs. 80,000/- per month

Upper Age Limit: 63 years

Required Educational Qualification and Experience:

- Master degree in Management with at least second class (50% marks) from a reputed University / Institution.

- At least 5 years of post-qualification experience of independently managing administrative, financial and support systems in any business school of repute/ Government Organizations/PSUs/Centrally Funded Educational Institutions.

Desirable:

Work experience in an IIM / IIT / NIT and any other institutes of international repute will be preferred.

Job Location: Chennai

Job Profile:

- Responsible for managing all activities of IIM Tiruchirappalli Chennai Campus.
 - Working with the programme heads for smooth administration of each programme offered there.
 - Providing support to faculty and students in academic activities during their visit.
 - Campus facility maintenance and management
 - Providing support to executive programmes and other activities of the institute in that campus.
 - Working on new initiatives to increase the utility of the campus.
 - Ensuring smooth functioning of the campus.
 - Any other tasks assigned as per requirement of the institute.

5. Library & Information Assistant (On Contract)

Tenure: Two Years (Extendable based on the need and performance)

Consolidated Salary: Rs. 30,000/- per month

Upper Age Limit: 35 years

Required Educational Qualification and Experience:

- Graduate in any discipline (10+2+3) with at least second class (50% marks)
- Post-graduate degree in Library and Information Science with at least second class (50% marks) from a reputed University / Institute
- At least three years post-qualification working experience in handling of library work in a reputed research/educational institute and proficiency in computer application in the management of RFID based modern library on automated, integrated and networked environment

Job Profile:

- To assist the Librarian and Senior Library & Information Assistant in offering the library services to the Faculty and the students
- Any other tasks assigned as per requirement of the institute.

NOTE:

1. Candidate selected for the above positions will be appointed on contract basis for a specific period only on an appropriate consolidated salary.
2. 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. All these 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 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 **30.04.2020**.