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# INDIAN INSTITUTE OF MANAGEMENT RANCHI

SUCHNA BHAWAN, AUDREY HOUSE CAMPUS, MEUR'S ROAD, RANCHI-834008

IIM Ranchi announces vacancies for the following Non-Teaching positions. For full details, please visit our website: [www.iimranchi.ac.in/careers/non-teaching](http://www.iimranchi.ac.in/careers/non-teaching)

Name of the Post	
Chief Administrative Officer	Financial Advisor & Chief Accounts Officer
Administrative Officer (Programmes)	Administrative Officer (Stores and Purchase)
Administrative Officer (Admissions)	

## **1. Chief Administrative Officer (PB4- 37400-67000-GP 10000):**

**Mode of Appointment:** Exceptionally good candidates may be considered for a Regular position.

IIM Ranchi invites applications for Chief Administrative Officer, IIM Ranchi from motivated and talented individuals, who have a desire to contribute to the institution building process.

The candidates for the position should be dynamic, self-motivated professional to lead a team of Officers in the Institute and guide them in their day-to-day activities and to coordinate the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services, legal issues and help maintaining IIM Ranchi's links with government and industries.

The position demands professionals with dynamism and self-motivated leadership quality.

### **Qualification**

PG Degree / Diploma in any discipline with preferably a degree/diploma in management.

OR

Engineering graduates with a degree/diploma in management.

**Experience :** Minimum 15 Years in Senior Administration position in Corporate/Educational Institutions. Retired Defence Personnel will also be considered.

**Age :** 45 – 62 Years.

## **2. Financial Advisor & Chief Accounts Officer (PB3- 15600-39100 GP 6600):**

**Mode of Appointment:** Exceptionally good candidates may be considered for a Regular position.

Applicants interested to be considered on deputation may also apply. Candidates can be considered for contract position as well. If appointed regular, probation norms will apply. If appointed on contract, a consolidated salary will be fixed commensurate with qualification and experience. Higher Salary may also be considered.

**Qualification:** B.Com (under 10+2+3 scheme) with CA/Cost Accounting or equivalent.

**Experience:** Minimum 7 years of post-qualification officer level experience in finance and accounts of a government department or public sector/autonomous academic/research institution of national/international repute, with at least 3 years in the immediate lower Grade Pay of Rs.5400/- in the Pay Band of Rs.9300-34800 (pre-revised scale of Rs.8000-13500) (or in higher scale). The candidate must have minimum 3 years work experience in a government/government funded academic institution as an Accounts Officer or in higher position. Applicants having experience in running finance and accounts office of large educational institutions will have an advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. A successful

applicant is expected to independently manage the Finance and Accounts Office and advise the Director on managing funds. Good communication skill in English is essential.

**Age:** Not below 35 years but not exceeding 50 years as on the last date for receiving application. In the case of candidates on deputation or contract appointment the age restriction will be relaxed, subject to suitability of the candidate for the position.

**Functions:** Overall in-charge of Finance and Accounts Office and is responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates, and tax and other statutory requirements.

### **3. a) Administrative Officer (Programmes) (PB3- 15600-39100 GP 5400):**

**Mode of Appointment:** Exceptionally good candidates may be considered for a Regular position.

Applicants interested to be considered on deputation may also apply. Candidates can be considered for contract position as well. If appointed regular, probation norms will apply. If appointed on contract, a consolidated salary will be fixed commensurate with qualification and experience. Higher Salary may also be considered.

**Qualification:** MBA or any other equivalent Post-Graduate degree or diploma (under 10+2+3/4+2 scheme) in any subject or equivalent.

**Experience:** Minimum 7 years of relevant post-qualification supervisory experience in a Academic/research Institution/ Commercial Organization of national/International repute. Applicants should have experience in academic administration and government-related matters and a flair for serving educational Institutions.

Good communication skills in English and good working knowledge of computer applications are essential including Academic Information System to incorporate the functional modules such as Admissions, Class Scheduling, Courses offered and Online contents , Course feed back, work flow for internal processes, intranet mailing ,Bulletin Boards.

**Age:** Not below 35 years but not exceeding 50 years as on the last date for receiving application. In the case of candidates on deputation Or contract appointment the age restriction will be relaxed, subject to suitability of the candidate for the position.

**Functions:** Handling of activities of PGP (Post Graduate Programme), PGDHRM(Post Graduate Diploma in Human Resource Management), FPM (Fellow programme in Management), MDP (Management Development Programme), PGEXP (Post Graduate Executive Programme) etc. and other academic programmes as assigned.

Supervise overall management and handling of activities related to admissions and academic administration of the Programmes. Liaison with Guests/Adjunct faculty with respect to programmes and sessions. Preparation of Academic calendar and Area teaching plans under the guidance of respective Faculty in-charge of the Programme; interaction with the candidates/participants of different programmes. Scheduling of classes, conduct of exams and preparation of grade sheets. Maintaining fellowship/contingency funds, liaising for accommodation and mess facilities to the participants attending Programmes.

The Candidate selected for the appointment can be transferred/ side stepped to any other appointment as part of job rotation.

### **3. b) Administrative Officer (Stores and Purchase) (PB2- 9300-34800 GP 4200):**

**Mode of Appointment:** Exceptionally good candidates may be considered for a Regular position.

Applicants interested to be considered on deputation may also apply. Candidates can be considered for contract position as well. If appointed regular, probation norms will apply. If appointed on contract, a consolidated salary will be fixed commensurate with qualification and experience. Higher Salary may also be considered.

**Qualification:** Graduate with minimum of 5 years of experience as Stores and Purchase Officer

**Experience:** Minimum 5 years of post-qualification experience in a government department or public sector/autonomous academic/research institution of national/international repute.

**Age :** Not below 35 years but not exceeding 50 years as on the last date for receiving application. In the case of candidates on deputation or contract appointment the age restriction will be relaxed, subject to suitability of the candidate for the position.

**Functions:** Job Responsibilities include but not limited to Execution and monitoring of all regular purchases, Inventory control, Coordination with all user departments and suppliers. Detailed knowledge of tendering process. Negotiating skills for best pricing deals. Continuous updating of user requirements and dealing with new vendors for competitive price advantage. Stock control and maintenance of all stock ledgers, Annual Stock taking, Annual assets verification/ condemnation and disposal of salvages etc, Proper Inventory control, Replenishment of stock, follow up with purchase section/ suppliers and timely action for Receipts/ Quality control and Issue of stores to User Departments. Preference will be given to those having experience in stores and purchase matters.

The Candidate selected for the appointment can be transferred/ side stepped to any other appointment as part of job rotation.

### **3. c) Administrative Officer (Admissions) (PB3- 15600-39100 GP 5400):**

**Mode of Appointment:** Exceptionally good candidates may be considered for a Regular position at a later stage subject to satisfactory performance.

Candidates will be considered for contract position. A consolidated salary will be fixed commensurate with qualification and experience. Higher Salary may also be considered.

**Qualification:** Post graduate degree preferably in Management.

**Experience:** Work experience of 8 years in Management Institute/ University/Corporate as an Executive/Managerial Cadre.

**Age:** Below 50 years as on the last date for receiving application. In the case of candidates on deputation or contract appointment the age restriction will be relaxed, subject to suitability of the candidate for the position.

**Functions :** The Admissions officer will take care of the Admissions Process of all courses in the Institute. He /She will be responsible for close coordination with Chairperson-Admissions and other members of the Admissions Committee. He/ She will take care of all the administrative requirements of the Admissions Committee.

The Admission Officer will also look after MDP, Consultancy and Research project related activities of the Institute.

The ideal candidate will possess strong technical knowledge of functions and technology; very high on integrity; a passion for creating a high performing organization with a strong commitment to service and accountability.

The Candidate selected for the appointment can be transferred/ side stepped to any other appointment as part of job rotation.

## **GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED POSITION.**

1. The above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
2. Candidates are requested to Apply Online through our website <http://www.iimranchi.ac.in/careers/non-teaching> within 10 days from the date of advertisement. In addition to the online application, hard copies of detailed resume alongwith Application fee in the form of Demand Draft of Rs 500/- for General & OBC candidates must be submitted in favour of **Indian Institute of Management Ranchi** payable at **Ranchi** at the following address latest by 05 January, 2015. Applications /Demand Draft received after 05 January, 2015 (1600 hours) will not be considered :-

Vice President-Administration,  
I.I.M Ranchi  
Suchna Bhawan, Meur's Road,  
Audrey House Campus  
Ranchi-834008  
Email : vpadmin@iimranchi.ac.in

The DD No alongwith Date must be mentioned in the online application form.

**SC/ST candidates are exempted from the application fee**

3. For any technical issues w.r.t. filling up online form, contact [system.admin@iimranchi.ac.in](mailto:system.admin@iimranchi.ac.in)
4. Those who are in regular service in government/public sector establishments/ Autonomous Institutions will be required to produce a No Objection Certificate if called for interview.
5. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
6. Mere fulfilling of the minimum qualifications/eligibility and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
7. Only shortlisted applicants will be contacted.
8. Selected applicants will be required to join the Institute immediately.
9. TA will be paid to shortlisted candidates as per rules.
10. Applicants are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of interview. Applicants are also required to bring their latest salary slip at the time of interview.
11. Applications not submitted in the Prescribed Application Format and without candidate's signature will not be entertained.
12. Incomplete applications will not be considered.
13. For Prescribed Application Format please click in <http://www.iimranchi.ac.in/careers/non-teaching>
14. Candidates who had applied earlier will not be considered.
15. Interviews are likely to be held on 15<sup>th</sup> January, 2015. Exact dates will be intimated to shortlisted candidates.

