

Advertisement No.EST-II/A-02/2017/001

Dated 4th January 2017

Career Opportunities

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under Ministry of Human Resource Development, Government of India. The Institute is run by a strong team of professionally qualified and experienced faculty and non-teaching personnel and is in the process of transforming itself into a world-class business school. The Institute offers a congenial and professional working environment. To participate in its process of transformation, the Institute invites applications for the following non-teaching positions:

| S.No | Designation | Grade Pay | No. of Posts | Reservation |
|------|------------------------------------|-----------|--------------|-------------|
| 1 | Chief Administrative Officer | 7600 | 1 | UR |
| 2 | Senior Administrative Officer | 6600 | 1 | OBC |
| 3 | Administrative Officer (Academics) | 5400 | 1 | UR |
| 4 | Administrative Officer (General) | 5400 | 1 | UR |
| 5 | Accounts Officer | 5400 | 1 | OBC |
| 6 | Placement Officer | 4600 | 1 | UR |
| 7 | Stores & Purchase Officer | 4200 | 1 | OBC |
| 8 | Personal Assistant | 4200 | 1 | OBC |
| 9 | Junior Assistant | 2400 | 1 | PWD |

Category: UR – Unreserved, OBC – Other Backward Class, SC – Scheduled Caste & PWD – Persons with Disability.

Only those individuals who have a fire in their belly and dreams in their eyes and will take pride in creating a world-class institution are invited to apply. Salary will not be a constraint for the right candidate and higher start may be considered for the deserving candidates. The Institute encourages people from Government/PSUs/Autonomous Institutes 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.

Application can be downloaded from the Institute website. Completed application in PDF Format should be e-mailed to directoroffice@iimtrichy.ac.in, up to 1730 hrs. on 3-Feb-2017.

Non-Teaching posts in IIM Tiruchirappalli

1 Chief Administrative Officer (CAO) On Contract– One post

Pay Scale: Consolidated salary will be fixed in PB-3 Rs.15600-39100 plus Grade Pay Rs.7600

Upper Age Limit: 60 years

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.

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 level of Rs.6600.
- 2 Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.6600 will be an added advantage.
- 3 Senior Professionals who are recently retired and having relevant work experience may also be considered for a contractual appointment.

Job Profile: 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 will be responsible for conducting the Board and Society meetings and follow-ups. **He must have a thorough knowledge of GFR, FR&SR and relevant Central Government rules & procedures.** He will also act as the First Appellate Authority under the RTI Act, 2005.

2 Senior Administrative Officer - One post

Pay Scale: PB-3 Rs.15600-39100 + GP 6600

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:

- 1 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.
- 2 The Institute encourages people from Government / PSUs / Autonomous Institutes to join on deputation.

Desirable:

Relevant experience in any Government organization or an IIM / IIT and other institutes of international repute in the Grade Pay of Rs.5400 is desirable.

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.

3 Administrative Officer (Academics) – One post

Pay Scale: PB-3 Rs.15600-39100 + GP 5400

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:

- 1 Post qualification experience of at least 8 years in administration of academic activities out of which 5 years in independently handling the academic functions of a reputed Management Education Institute / University / College. Should be proficient in designing, implementing and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters.
- 2 The Institute encourages people from Government / PSUs / Autonomous Institutes to join on deputation.

Desirable:

Relevant experience in any IIM / IIT and other institutes of national / international repute in the Grade Pay of Rs.4600/Rs.4800 is desirable.

Job Profile: To extend administrative support to Dean/s & Chairpersons of Academic Programs and faculty members in smooth conducting of all the academic functions of the Institute, including preparation of class schedules, smooth conducting of classes & examinations, attendance, grades, award of certificates, medals, convocation etc. Will be responsible for managing & maintenance of facilities like classrooms, audio-visual equipment etc. & any other job as assigned by the higher officials. He / She shall be report to Chairperson, PGP for academic matters and to Chief Administrative Officer for administrative matters.

4 Administrative Officer (General) – One post

Pay Scale: PB-3 Rs.15600-39100 + GP 5400

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 Law / 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:

- 1 Proficiency in MS Windows & MS Office and Internet

Experience:

Essential:

- 1 Post-qualification experience of at least 8 years in general administration out of which 5 years in independently handling the administration of a reputed Management Education Institute / University / College / Commercial organization of national / international repute.
- 2 The Institute encourages people from Government / PSUs / Autonomous Institutes to join on deputation.

Desirable:

Relevant experience in any IIM / IIT or other institutes of national / international repute in the Grade Pay of Rs.4600/Rs.4800 is desirable. Professionals with relevant administrative experience in reputed private / public sector firms are encouraged to apply.

Job Profile: To look after all the administrative activities including estate maintenance & development, housekeeping, security, contracts services etc at the Institute. He/she will also be required to act as the Public Information Officer under the RTI Act, 2005. Any other job as assigned by the higher officials. He / She shall report to Senior Administrative Officer.

5 Accounts Officer – One post

Pay Scale: PB-3 Rs.15600-39100 + GP 5400

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.
- 6 Any other job as assigned by the higher officials.

Desirable: Proficiency in MS Windows & MS Office and Internet

Experience:

Essential:

- 1 Post qualification experience of at least 5 years at the level of Junior Accounts Officer in a reputed Management Education Institute / University / central autonomous institute / public or private sector organization of national / international repute.
- 2 The Institute encourages people from CAG / IA&AD / Government / PSUs / Autonomous Institutes to join on deputation.

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/Rs.4800 is desirable.

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.

6 Placement Officer – One post

Pay Scale: PB-2 Rs.9300-34800 + GP 4600

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 / Mass Communication from a reputed University / Institute OR Post-graduate degree in management (MBA) / Mass Communication (10+2+3+2) from a reputed University / Institute.
- 2 Should be excellent in oral and written communication in English.
- 3 Should have excellent analytical abilities with an eye on the market conditions and be an effective leader with high degree of personal drive, entrepreneurial spirit & people skill.
- 4 Should be proficient in man-management with excellent interpersonal skills.

Desirable:

- 1 Proficiency in MS Windows & MS Office and Internet.

Experience:

Essential:

- 1 Post qualification experience of at least 8 years in placement activities out of which 5 years in independently handling placement functions of a reputed Management Education Institute / University / College / Commercial organization of national / international repute
- 2 The Institute encourages people from IIMs / IITs / Autonomous Institutes to join on deputation.

Desirable:

- 1 Relevant experience in any IIM / IIT and other institutes of national / international repute is desirable.
- 2 In-depth knowledge of B-School employment trends.
- 3 Ability to network with employers to create enhanced opportunities for employment.

Job Profile:

- 1 To coordinate with industry on behalf of the Institute. The Placement Officer is expected to travel extensively to meet the corporate representatives.
- 2 To project the image of the institute through professional client relationship.
- 3 To design and get the placement brochure printed.
- 4 To contact companies and invite them to the campus or to arrange for the campus placement activities including video-conferencing.
- 5 Be a host to these companies when they visit IIM Trichy for placement.
- 6 To interact with media and prepare placement report.
- 7 To coordinate with students and be sensitive to their needs and motivate them, if necessary.
- 8 The candidate should be well versed in marketing the institute with the external stake holders.
- 9 He / She shall report to the Chairperson, Placement & ER.
- 10 Any other job as assigned by the higher officials.

7 Stores & Purchase Officer – One post

Pay Scale: PB-2 Rs.9300-34800 + GP 4200

Upper Age Limit: 35 years

Qualification:

Essential:

- 1 Graduate degree (10+2+3) in any discipline with at least 50% marks from a recognized university / institution with consistently good academic record plus PG degree / Diploma in Materials Management from a recognized / reputed Institute.
- 2 Should be excellent in oral and written communication in English.
- 3 Should be proficient in man-management with excellent interpersonal skills.

Desirable:

- 1 Proficiency in MS Windows & MS Office and Internet

Experience:

Essential:

- 1 Post-qualification experience of at least 5 years of relevant work in supervisory and executive functions in Stores and Purchase in a government department or reputed Management Education Institute / University / College / Commercial organization of national/international repute.
- 2 Knowledge of GFR and other Central Government rules for procurements and an experience of handling purchases as per those rules.
- 3 The Institute encourages people from reputed PSUs / Autonomous Institutes to join on deputation.

Desirable:

Relevant experience in an IIM / IIT / any other institutes of international repute is desirable.

Job Profile: To look after the functions of Purchase, Stores, Issues, Asset Management and General Administration. Any other job as assigned by the higher officials. He / She shall report to Senior Administrative Officer.

8 Personal Assistant – One post

Pay Scale: PB-2 Rs.9300-34800 + GP 4200

Upper Age Limit: 35 years

Qualification:

Essential:

- 1 Graduate degree in any discipline (10+2+3) with at least second class (50% marks) from a recognized university / institution with consistently good academic record
- 2 Should be able to do English typing accurately with a minimum speed of 40 WPM
- 3 Proficiency in English stenography with a minimum speed of 80 WPM
- 4 Should have sound knowledge of basic computer operations (MS Office), Internet etc.
- 5 Should be excellent in oral and written communication in English

Desirable: Diploma in Secretarial/Commercial Practice from any recognized Institute

Experience:

Essential:

- 1 Post-qualification experience of at least 5 years of relevant work in a large private / public sector undertaking.
- 2 Preference would be given to the candidates who have worked in / managed the office of the M.D. / G.M. of a large public / public sector organization.

Job Profile:

- 1 To perform secretarial & related functions for the higher officials of the institute and to assist them in day-to-day activities.
- 2 Any other job as assigned by the higher officials.

9 Junior Assistant – One post (Reserved for PwD)

Pay Scale: PB-1 Rs.5200 -20200 + GP 2400

Upper Age Limit: 30 years

Qualification:

Essential:

- 1 Graduates in any discipline with a minimum speed of 40 WPM in English typing.
- 2 Should have sound knowledge of basic computer operations like MS Office, Outlook, and Internet etc.
- 3 Should have good proficiency in English (both oral and written).

Desirable: Knowledge in English stenography and a Diploma in Secretarial / Commercial Practice is desirable.

Experience:

Minimum 3 years relevant experience in office work in a reputed organization / Government Department / IIMs or IITs or any other academic institute of international repute.

Job Profile:

- 1 Junior Assistant will work as Multi-task Assistant. He / She will assist faculty members/officials in day-to-day activities.
- 2 Any other job as assigned by the higher officials.

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 contract for a period of two years and their appointment will be regularized based on their performance. However, for the posts under Sl.No.1 & 2, senior professionals recently retired from Central Government or Central Autonomous services with relevant work experience may also be considered for contractual appointment on consolidated salary for a specific period only, if found suitable.
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 for 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 given to SC / ST / OBC / PWD (Persons with Disabilities) / Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview, if called for.
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 full-time courses.
5. The prescribed Application Form can be downloaded from the Institute website: www.iimtrichy.ac.in.
6. The Application Form complete in all respects should be e-mailed clearly quoting the Name of the Post applied for in the Subject of the e-mail.
7. E-mail Id for sending applications is: directoroffice@iimtrichy.ac.in.
8. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation, reimbursement of travel expenses 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.
9. 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.
10. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same.
11. Those who had applied to our previous advertisement need not apply again.
12. All outstation candidates called for test(s) / interview for the posts carrying Grade Pay of Rs.5400 and above 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.
13. For the posts carrying Grade Pay lower than Rs.5400, outstation SC/ST candidates called for test(s) and interview will be paid shortest Sleeper 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.

14. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for test/interview.
15. The Institute reserves the right to fill or not to fill any of or all the posts.
16. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for test / interview.
17. No accommodation will be provided in the Institute.
18. 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.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
20. Canvassing in any form will disqualify the candidates.
21. Preference will be given to PwD candidates if found suitable.

Mode of Selection:

1. For posts mentioned in Sl.No.2 to 5 (i.e. Group A and Group B) the selection will be made through both written test and personal interview.
2. For posts mentioned in Sl.No.6 to 9 (i.e. Group B and Group C) the selection will be made through written test only which includes skill and aptitude test.

How to Apply:

1. Application Form is in Editable PDF Format.
2. Relevant Application Form available in the website: www.iimtrichy.ac.in/non-teaching should be downloaded.
3. Applicants should keep ready a soft copy of their recent passport size photograph as well as their Signature (scanned) in PDF/JPEG/BMP/PNG/GIF format and upload the same by clicking in the relevant grey box provided in the application form.
4. If you are facing any trouble in uploading photograph/signature, please read the instruction/note given in the bottom of last page of application form.
5. Applicants should click in the Text Boxes provided against each field and enter required information. Date fields should be entered in DD/MM/YYYY format.
6. Wherever Drop-down boxes are provided, applicants should click on the down-arrow and select appropriate information.
7. After filling all relevant information in the Editable PDF file, the PDF file should be saved by giving the name of the applicant as file name and sent to the E-mail id: directoroffice@iimtrichy.ac.in as attachment up to 1730 hrs. on 3-Feb-2017.