

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The institute has graduated three batches of MBAs with 100% placement with increasing compensation package year after year. The Institute is looking for enthusiastic and hardworking candidates with a strong passion to institution building.

The permanent campus is to be built in a 60-acre land and the campus masterplan is already completed. Construction of the permanent campus is expected to commence shortly and should be ready to house the incoming batch of 2021.

The temporary campus of the Institute is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance.

IIM Amritsar invites applications in the prescribed format from Indian nationals for the following post on purely Contract basis.

S. No	Name of the position	Consolidated Pay	Age Limit	No. of Vacancies
1.	Consultant (Finance & Accounts)	Based and Experience and Last Pay Drawn	Below 62 years	01

Position: Consultant (Finance & Accounts) Advt No-02/07/19 CNST

Essential Qualification and experience:

- Candidates must possess B.Com degree with ICWA/ C.A. / C.S. from a recognized University/ Institution.
- Expertise in MSOffice including Word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi.

Age Limit: Below 62 years.

Experience

Minimum 5 years of relevant experience. Candidate should be familiar with computerized accounting environment such as Tally/ERP etc. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Govt. departments and knowledge of General Finance Rules are essential.

Note:

Retired officer from CAG/Central Government/PSUs/ IIMs /IITs/ IISERs/ Government Universities will be preferred.

Desirable:

- Experience in finance management.
- In- depth knowledge and expertise in financial management, internal controls/ system development & implementation, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.

Scope of work:

1. Preparation of budget, asset, liability, and capital account entries by compiling and analyzing account information, accountable for various financial functions such as maintenance of accounts, processing of bills, budgeting, investments and audit coordination etc.
2. The candidate should be proficient in accounting management software such as Tally/ERP.
3. To advise the Authority in Finance/ Accounts matters.
4. Any other work entrusted from time to time.

Period of Contract

Initial tenure of engagement will be for a period of one year, which may be further extended, based on the requirement and the satisfactory performance. There shall be no extension of contract beyond the period of three years under any circumstances.

Reporting arrangement:

The Consultant will report to the Director, IIM Amritsar

Remuneration and payment terms:

Consolidated remuneration will be based on Experience and Last Pay Drawn. Annual increase of Rs.5000/- in remuneration may be granted, subject to performance of the Consultant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Important terms & conditions:

1. The persons engaged shall provide full-time services to the Institute during their period of engagement and they would not be permitted to take up any other assignment during the period of their engagement with IIM Amritsar. The persons will be engaged under these guidelines on contract basis for a fixed period and no claim, whatsoever, shall be admissible for regularization/absorption in the institute.
2. No TA/DA would be admissible to these professionals for joining the assignment or on its completion. Should they be required to undertake domestic tours in connection with the work of the institute during the period of their engagement, they will be entitled to draw TA/DA and Hotel Accommodation as per the normal rules applicable.
3. The candidates engaged will be required to attend office on all working days and also on holidays, if required, on account of exigencies of work.
4. They shall be entitled to 8 days paid casual leave in a calendar year. No un-availed leave will be allowed to be carried forward to the next year. They shall not be entitled to any other kind of leave.
5. The candidates selected under this engagement shall be required to execute an agreement with the institute. A standard contract agreement stipulating the above terms and conditions shall be provided at the time of engagement.

Procedure to apply and other conditions:

1. Interested candidates may apply to the post in the enclosed FORMAT (**Annexure - I**) by duly enclosing self- attested copies of mark sheets/experience certificate, in support of age, educational qualifications, experience, which may be sent by **Registered/Speed Post**, to the following address, latest by **19th August, 2019**. The envelope containing the application should be super-scribed with the “**Advt. No with date**” and “**Name of the post applied for**”.

**Nodal Officer, Indian Institute of Management Amritsar,
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus, Polytechnic Road,
P.O Chheharta, G.T Road, Amritsar – 143105 (Punjab).**

2. Applications not submitted strictly in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile/experience etc. at a later date will not be entertained under any circumstances.
3. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
4. Canvassing or bringing influence in any form will disqualify the candidature.
5. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons.
6. This notice is also available on the institute website: www.iimamritsar.ac.in. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the institute website and will not be published in the newspapers. Therefore, the candidates are advised to check the website of IIM Amritsar regularly.
7. Only shortlisted candidates will be intimated and called for an interview.
8. IIM Amritsar reserves the right to reject any or all applications without assigning any reason.
9. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview or/and for his/her selection.
10. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof 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.
11. 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.
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. The Applicant must ensure whether he/she fulfils all the eligibility conditions for the post applied.
15. Any dispute with regard to the selection/ recruitment process will be subject to Courts /Tribunals having jurisdiction over Amritsar

(Annexure - I)

Application Form for Non-Teaching Positions

[Name and Address should be block letter]

1. Post Applied For : _____
2. Name : _____
3. Father's/Husband Name: _____
4. Date of Birth : _____
5. Male/Female : _____
6. Marital Status : _____
7. Nationality : _____
8. Educational Qualification:

(Matriculation onwards)

Recent Photo
(Self-Attested)

Qualification	Board/University/Institute	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

9. Work Experience (Post Qualification): Starting from the most recent.

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for

10. Language Proficiency: (Please tick relevant cells)

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			
Other			

11. Technical Skill (Please tick relevant cells) *Common for all positions*

Skill	Excellent	Good	Average	Weak	Nil
Computer Operations					
Software Applications					
MS-Office					
Any other skills					

12. Address:

Details	Permanent	Communication
House Name & No.		
Street/Locality		
Town/City		
District and State		
Residence Phone Number		
Mobile Number		
Email Id		

13. Any other information, please specify:

14. Declaration:

I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If I am found to have concealed/distorted any material information, my application shall be liable to summarily rejected without any notice. If offered appointment, I will join on specified date and subsequently take up IIM Amritsar's assignment anywhere as and when required.

Place: _____

Name: _____

Date: _____

Signature: _____

PLEASE NOTE: *Furnishing of false information in the case of a candidate selected and employed will be treated as misconduct*

