

No. NT - 01 07/2019

Dated: 16.07.2019

**RECRUITMENT NOTIFICATION OF VARIOUS GROUP 'A' POSTS ON
DIRECT RECRUITMENT/DEPUTATION/CONTRACT BASIS IN
IIM AMRITSAR**

Opening Date : 16.07.2019

Closing Date : 16.08.2019

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 first batch for the class of 2015-17 was enrolled in August, 2015. IIM Amritsar is currently being run from the transit campus. The Institute is looking for enthusiastic and hardworking candidates, who have a strong passion to contribute in institution building and help it in achieving its stated goals.

IIM Amritsar invites applications in the prescribed format from Indian nationals for the following posts on Direct Recruitment/Deputation/Contract basis:

Direct Recruitment/Deputation posts Group 'A'				
Sr. No.	Name of the Post	Pay Matrix Level as per 7 th CPC	Age Limit	No. of vacancies
1	Chief Administrative Officer	Rs.78800 – 209200, L-12	Below 50 years	01 (UR)
2	Finance Advisor and Chief Accounts Officer	Rs.67700 – 208700, L-11	Below 45 years	01 (UR)
3	Administrative Officer	Rs.56100 – 177500, L-10	Below 45 years	01 (UR)
Contractual Post				
1	Civil Engineer/Project Manager	Rs. 1,05,000/- (consolidated pay)	Below 55 years	01 (UR)

Handwritten signature and date: 16/07/19

1. Name of the Post: Chief Administrative Officer

Pay Scale: Pay Band-3: Grade Pay of Rs.7600/- as per 6th CPC, Pay Matrix Level as per 7th CPC – Rs.78800 - 209200, L-12.

Essential Qualifications:

- (i) Master's Degree in any discipline from a recognized University/Institute with at least 55% marks.
- (ii) A minimum of 10 years' relevant experience, including at least 3 years' experience in a supervisory role / head of an administrative unit in Central /State Government Organizations / PSUs / Universities / Autonomous bodies / Centrally Funded Institutions / Deemed University / Private Higher Education Institutes of national repute.

Desirable

- (i) Qualification in areas of Management /Law.
- (ii) Experience in handling computerized operations in administration, legal, financial and establishment matters.

Deputation

Persons working in Central / State Government Organizations / PSUs / Universities / Autonomous institutions / Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) having at least 5 years' experience in a post in Level - 11 (7th CPC) corresponding to PB-3 with Grade Pay of Rs.6600 (6th CPC) or (iii) having at least 8 years' experience in Level -10 (7th CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6th CPC) and possessing the educational qualifications prescribed for direct recruitment as above, are eligible for consideration on deputation basis, with a provision for permanent absorption as per GOI/Institute's norms.

Age: Preferably below 50 years for direct recruitment and below 56 years for deputation

The post of the Chief Administrative Officer will be filled on tenure basis for a period of 3 years, extendable up to 5 years.

Job Responsibilities

- i) Accounting, auditing, budgeting, financial and other related activities of the Institute including reporting to the funding agencies, computerized accounting, budgeting & control systems;
- ii) Act as Nodal Officer for MHRD in matters relating to Grievances, SC / ST / OBC, Parliament Questions etc. Further CAO may be assigned institutional responsibilities in accordance with Institute's needs;

- iii) Assisting in organizing various meetings of the Board of Governors (BoG) / its Committees, follow-ups and the preparation of Agenda and Minutes of such meetings. He/she will maintain liaison between the Institute and outside authorities;
- iv) Coordinating activities with faculty members and render necessary administrative support in discharge of their academic duties and functions; and
- v) Any other work or task that may be assigned by the Director.

CAO will report to the Director.

2. Name of the Post: Finance Advisor and Chief Accounts Officer

Pay Scale: Pay Band-3: Grade Pay of Rs.6600/- as per 6th CPC, Pay Matrix Level as per 7th CPC – Rs.67700 – 208700, L-11.

Essential Qualifications:

- (i) Master's Degree in Commerce/2-Years MBA/PGDM (Finance) from a recognized University / Institute with at least 55% marks
- (ii) A minimum of 8 years' relevant experience including 3 years' experience in a supervisory role / Unit Head of Budget & Accounts in Central / State Government Organizations / PSUs / Universities / Autonomous bodies / Centrally Funded Institutions/Deemed University / Private Higher Education Institutes of national repute.

Desirable

Computer literacy in accounting applications and operations with ability to work independently for accounting/auditing/budgeting matters.
Adequate knowledge of General Financial Rules and Government's financial norms and codes.

Deputation

Persons working in Central/State Government Organizations/PSUs/Universities/Autonomous institutions / Centrally Funded Institutions either on (i) analogous post or equivalent or (ii) at least 5 years' experience in a post in Level-10 (7th CPC) corresponding to PB-3 with Grade pay of Rs.5400 or (iii) at least 6 years' experience in a post in Level-8 (7th CPC) corresponding to PB-2 with Grade Pay of Rs.4800 and possessing the educational qualifications prescribed for direct recruitment as above, are eligible for consideration on deputation basis, with a provision for permanent absorption as per GOI/Institute's norms.

Age: Preferably below 45 years for direct recruitment and below 56 years for deputation

Job Responsibilities

- (i) Financial/Budgetary Planning and Control, Resources Generation, Control of Accounts, Investment Planning and Management;

- (ii) Preparation and presentation of Annual Budget, Estimates and Accounts of the Institute to the Finance Committee of the BoG;
- (iii) Regulation of the individual claims as per Government of India's rules and instructions;
- (iv) Permitting payments of contractors in accordance with the provisions of the GFR and other rules/instructions of the Government of India as well as the Institute's norms;
- (v) Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute; and
- (vi) Any other work/task that may be assigned by the Director.

FA&CAO shall report to the Director.

3. Name of the Post: Administrative Officer

Pay Scale: Pay Band-3: Grade Pay of Rs.5400/- as per 6th CPC, Pay Matrix Level as per 7th CPC - Rs.56100 – 177500, L-10.

Essential Qualifications:

- (i) Master's Degree from a recognized University/Institute with at least 55% marks
- (ii) A minimum of 5 years' relevant experience including at least 2 years' experience in a supervisory role in general and academic administration, budgeting, establishment and service matters under the Central/State Government Organizations / Universities / Autonomous bodies / Centrally Funded Institutions / Private Higher Education Institutes of national repute.

Desirable

Knowledge of accounts and budget and computer operations.

Age: Preferably below 45 years

Job Responsibilities

- (i) Supervising the functions of General Administration, Accounting and Purchase & Stores, Maintenance, Communication, Transport and other administrative areas;
- (ii) Personnel Administration and Service matters;
- (iii) Extending administrative support to Deans & Chairpersons of Academic Programs and faculty members in smooth conduct of all the academic functions of the Institute;
- (iv) Managing both academic and administrative matters as and when required; and
- (v) Any other work/task that may be assigned by CAO and/or the Director.

Administrative Officer shall report to CAO/Director



1. Name of the Post: Civil Engineer/Project Manager (On contract basis)

Consolidated Pay: Rs.1,05,000/- with a provision of 3% increase in the consolidated pay after completion of every year of the contract.

Tenure: Appointment will be on contract for a period of 3 years.

Upper Age Limit: 55 years. However, upper age criteria for retired Government Officials from Departments, Undertakings and authorities under Government of India will be relaxed.

Qualification: B.E/ B. Tech in Engineering (Civil) from a recognised University/Institute with consistently good academic record.

Experience:

Essential:

Minimum 10 years of experience in handling of construction projects, post –qualification preferably in Departments, Undertakings and authorities under State/Government of India.

Desirable:

Knowledge of handling computer

Job Responsibilities:

- Handling projects of Campus Construction at IIM Amritsar including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
- Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervisions of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.
- To ensure completion of project within scope time, cost and resources and maintaining high quality standards.
- Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Amritsar.
- To check the quantity of work, measured and checked by the construction agency.
- To submit budget, accounts and prescribed returns, etc. on time.
- To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
- To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.
- Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.
- Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience.

- Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning.
- Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.
- Maintain all records, documents and photographs etc. of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.

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How to Apply:

Candidates are required to apply in the prescribed format, which is available on the Institute's website www.iimamritsar.ac.in and send their applications by **only Registered Post/Speed Post** along with self-attested photocopies of all supporting certificates/documents and the Demand Draft, if applicable, so as to reach the below address **latest by 16.08.2019**. Candidate should clearly mention **"Advt. No with date"** and **Name of the post applied for, on top of the envelope**.

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

Candidates (other than SC/ST/PWD/Women candidates) are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only)** through **Demand Draft drawn in favour of Indian Institute of Management, Amritsar payable at Amritsar**.

GENERAL CONDITIONS:

1. A candidate applying for any of the above positions must be a citizen of India.
2. The appointment is in the Indian Institute of Management, Amritsar, which is an Institute of national importance established during the year 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date for receipt of the applications i.e. **16.08.2019**. They are advised to ensure their eligibility before applying for a post. No enquiry asking for advice as to eligibility will be entertained.
4. It will be mandatory for all the applicants to send their applications in a sealed envelope superscribed as "Application for the post of -----". Applications should reach IIM Amritsar, in the prescribed format along with self-attested copies of educational/experience/category and/or any other relevant documents by registered/speed post on or before the closing date by 5:00 p.m. Applications not in prescribed format and/or not accompanied by required information/documents or the Demand Draft wherever applicable or received after the closing date shall be liable to be rejected summarily. The documents will be verified with original testimonials at the time of interview, if applicant is called for.
5. If a candidate is applying for more than one position, separate application will be required to be filled-in by the candidates **along with separate fee**. The name of the post applied for should be clearly superscribed in **BOLD LETTERS** on the top of envelope.
6. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview.

7. The Institute reserves the right to devise its criteria for short listing the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Candidates should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
8. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the requisite/relevant experience for short listing the candidates for interview.
9. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.
10. No interim correspondence or personal enquiries shall be entertained by the Institute.
11. Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the organization serving, at the time of interview. They can, however, send advance copy of the application form.
12. During the process of selection, the Institute reserves the right to seek any other certificate including vigilance clearance in respect of the candidates already in service at any time.
13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
14. The age limit is relaxable for candidates belonging to SC/ST/OBC/PWD category as per Government of India's instructions for which applicants have to attach the requisite certificates.
15. The Institute solely reserves the right not to fill any or all the advertised positions without assigning any reason.
16. All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
17. Appointment orders issued by the Institute to the finally selected candidates shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of interview and the appointment. In case later on, if it is found at any point of

time that any of the facts/documents submitted by a candidate are falsified or tampered with or the candidate has doubtful antecedents / background and has suppressed the said information, then his/her candidature shall stand cancelled and his/her services may be terminated.

18. All appointments, except those made on deputation basis, shall be subjected to satisfactory completion of probation period. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the institute reserves the right to modify / withdraw / cancel any communication made to the candidates.
19. Addendum / deletion / corrigendum (if any) shall be posted on the Institute website only.
20. Canvassing of any nature and / or bringing any influence / pressure from any quarter will be treated as a disqualification for the post.
21. Correspondence, if any, from the Institute including interview call letter of the short listed candidates shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide correct E-mail ID. For updates, please visit the institute's website i.e iimamritsar.ac.in.



(Pawan Kumar Singh)
Nodal Officer
IIM Amritsar

16/07/2019

पवन कुमार सिंह
PAWAN KUMAR SINGH
नोडल अधिकारी/Nodal Officer
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी. भवन/P.I.T. Building
सरकारी पॉलीटेक्निक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105

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*

FORMAT OF APPLIACION (FOR DEPUTATION)

Attested copy
of
Passport
photograph
to be pasted

1.	Name in full (IN BLOCK LETTERS)					
2.	Post applied for (Separate applications are to be sent for different posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of superannuation (DD/MM/YYYY)					
5.	Service to which you belong					
6.	Office address with Telephone No.					
7.	Residential Address with Telephone No.					
8.	Present post held, along with present Basic Pay with New Pay Matrix Level/Pay Scale/Pay Band and Grade Pay of the post held, as the case may be					
9.	Educational Qualifications (Matric Onwards)					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

10. Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same.)

Qualification/Experience required	Qualification/Experience possessed by
Essential:	Essential:
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

11. Details of employment in chronological order if needed, enclose a separate sheet duly authenticated by your signature in the format given below:

	Name of Office/Instt./ Organizations	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/ Ad-hoc/Deputation)	New Pay Matrix Level/Scale of Pay/Pay Band and Grade Pay #, as the case may be	Nature of Duties
			From	To			

12. Details of experience in chronological order, if any, of handling investigation/enforcement of any economic/regulatory law dealing with regulation/investigation and experience in Competition Law/matters (Mention the name of the Economic Laws etc. & specify number of years of such experience):

13.	Nature of present employment i.e Permanent/Ad-hoc/Temporary)	
14.	In case the present employment is held on deputation, please state: a) The date of initial appointment. b) Period of appointment with address. c) Name of the parent office/organization.	
15.	Details of training undergone.	
16.	Details of proficiency in computer.	
17.	Any other information, applicant wants to furnish:	
18.	Please state briefly how you find yourself best suitable for the post applied for:	

Applicants not holding the post in the Pay Band/Grade Pay pertaining to Central Government should indicate the equivalence of the pay scale viz-a-viz the Central Government's pay scales.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

(Signature)

Name: _____

(Certificate to be furnished by the Employer/Head of the office/Forwarding authority)

Certified that the information/details provided in the above application by the applicants are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms. _____.
- (ii) That his/her integrity is certified.
- (iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last five Years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are Enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during that last ten years or A list of Major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____
Name and Designation _____
Tel No. _____

Official Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.