



## INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,  
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

IIM ASR/Rectt.-05/2021/009

Date- 08 May 2021

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on Regular or Contractual basis.

### About IIM Amritsar

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 four MBAs batches with 100% placement with increasing compensation package year after year. The permanent campus is under construction on a 61-acre land and should be ready to house the incoming batch of 2022. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a 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. The Institute is looking for a candidate with a strong passion for institution building.

<b>Job Title</b>	HR Supervisor and Coordinator (Director's Office)
<b>Number of Positions</b>	One (1) UR
<b>Age Limit</b>	Below 40 years of age as on closing date for receipt of the application.
<b>Position Type</b>	Regular or Contractual
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Preparing budgets, financial and other reports for the Director, Board of Governors, Ministry of Education and other Government agencies.</li><li>• Coordinates faculty recruitment with the faculty, selection committee, verify references, prepare offer letters, and all other related matters.</li><li>• Maintains personnel files and service records of faculty members and other senior executives reporting directly to the Director.</li><li>• Storage and retrieving of sensitive and confidential institutional records, documents, and reports.</li><li>• Research and analyse data and prepare presentations to the board of governors, ministries, various committees, and institutional leaders.</li><li>• Coordinates arrangements for various meetings including the Board of Governors.</li><li>• Takes notes of the discussion of meetings accurately, prepares the minutes of the meetings and disseminates and stores the minutes.</li><li>• Liaise with internal and external stakeholders and act as a liaison person between them and the Director.</li></ul>

*Shashi*

	<ul style="list-style-type: none"> <li>Independently prepares circulars, office orders, and other notifications from the Director's office and disseminates them to the concerned individuals.</li> <li>Receive, review, prioritize and appropriately distribute the incoming correspondences (electronic and physical) addressed to the Director and take appropriate actions, as necessary.</li> <li>Manage the calendar of the Director, scheduling appointments and arrange travel plans, prepare expense reports as per institute's policies, etc.</li> <li>Provides other general administrative support to the Director.</li> <li>Coordinates with the State and Central Government officials and/or agencies related to the institute's official business.</li> <li>Excellent knowledge of 7<sup>th</sup> CPC pay and related matters.</li> <li>Familiarity with the IIM Acts/Rules &amp; Regulations, about governance issues etc.</li> <li>Other duties as assigned by the Director or designated authorities.</li> </ul>
<b>Minimum Required Educational Qualifications and Experience</b>	<p><b>Educational Qulaifications:</b></p> <ul style="list-style-type: none"> <li>An MBA preferably with a specialization in Finance and/or Human Resource Management with at least 60% aggregate marks.</li> </ul> <p><b>Required Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>Excellent knowledge of MS Office suite with specific focus on MS Word, MS Excel and MS PowerPoint.</li> <li>Ability to manage time efficiently and effectively.</li> <li>Ability to meet tight deadlines.</li> <li>Excellent written and oral communication skills and fluency in English, Hindi, and Punjabi.</li> </ul> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>Total 7 years of work experience out which 3 year minimum experience in a supervisory level in Central Government and/or large private or public sector enterprise; and at least 1 year of experience in any IIM/IIT/IISc., or other Centrally Funded Educational Institution in handling the administrative work in the offices of the Director/Vice-Chancellor or Deans is a must.</li> </ul>
<b>Other Conditions</b>	The institute reserves the right to fill the position on a contractual basis or at a lower pay level or cancel the post if no suitable candidate is found.
<b>Remuneration</b>	The position is to be filled at <b>Pay Level 8 as per 7<sup>th</sup> CPC</b> (Basic, HRA, DA, TA, and DA on TA) and other eligible benefits as approved by the board from time to time.
<b>Method of selection</b>	Written test and Interview

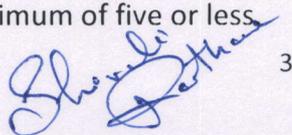
*Shivendra Pathan*

### How to Apply:

1. Candidates are required to apply through online mode only at the official website of IIM Amritsar, i.e., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in). The last date for submission of online applications is **28 May 2021 (1730 hrs)**
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only)**. Please note that all female applicants are exempted to pay application fee.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.250 (Rupees Two Hundred Fifty only)**.
4. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
5. Institute does not accept any responsibility for the candidates not being able to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
6. After the successful submission of an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the written test or interview.
7. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During verification of documents, if it is found that any information provided by the candidate in the application is wrong, his/ her candidature will be rejected instantly. The candidates should ensure that they have furnished correct information in the application form.

### General Conditions:

1. A candidate applying for the above position 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 fulfill 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., **28 May 2021 (1730 hrs)**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the written test if the applicant is called for the same.
5. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written test/ interview to a maximum of five or less.



6. The Institute reserves the right to devise its criteria for shortlisting the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should 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.
7. The period of experience rendered by a candidate on a part-time basis, daily wages, etc. will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
8. The Institute's decision in all matters relating to eligibility, acceptance or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, the conduct of test/ examination/ interview, will be final and binding on the candidates.
9. The Institute shall entertain no interim correspondence or personal inquiries.
10. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel. They should submit a No Objection Certificate from the present employer at the time of filling an online application.
11. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
12. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
13. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
14. The Institute solely reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
15. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
16. Appointment orders issued by the Institute to the finally selected candidate 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 the written test/ 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.
17. All appointments shall be subject to the satisfactory completion of the probation period. Further, in case of any inadvertent mistake in the selection process, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
18. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.

*Shivaji Pathare*

19. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
20. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., iimamritsar.ac.in.
21. Please note **incomplete application will be disqualified** from the competition.

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Nodal Officer

शिवाली राठौड़  
SHIVALI RATHORE  
नोडल अधिकारी/Nodal Officer  
भारतीय प्रबन्ध संस्थान अमृतसर  
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पी.आई.टी. भवन/P.I.T. Building  
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