



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology Building, Inside Govt. Polytechnic Campus
Polytechnic Road, P. O. Chheharta, G.T. Road, Amritsar (Punjab) – 143105
Website: [www.iimamritsar.ac.in](http://iimamritsar.ac.in), Phone: 0183 – 2820040

IIM ASR/Rectt.-09/2021/014

Dated: 27/09/2021

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

Job Title	Advisor- IT & System Administrator
Number of Positions	One (01)
Age Limit	Below 40 years of age as on the closing date of the receipt of the application
Position Type	Contractual – Initially for a period of one year and extendable by two more years, on a year to year basis.
Essential Job Functions	<ul style="list-style-type: none">a. Managing a small team of IT staff.b. Configuring and maintaining the networked computer system, including hardware, system software, and applications.c. Independently design, organize, modify and support the organization's computer systems and digitalize existing processes.d. Ensuring data is stored securely and backed up regularly.e. Diagnosing and resolving hardware, software, networking, and system issues when they arise.f. Monitoring system performance to ensure everything runs smoothly and securely.g. Researching and recommending new approaches to improve the networked computer system.h. Documenting any processes which employees need to follow in order to successfully work within computing system.i. Design and developing security mechanism for IT systemj. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.

1
Sidhu Pathan

	<ul style="list-style-type: none"> k. Develop and implement IT strategy and plans and policies. l. Other duties as assigned by the Chair-IT or other designated authorities.
Minimum Required Educational Qualifications and Experience	<p>Educational Requirements:</p> <ul style="list-style-type: none"> a. B.Tech/B.E/MCA/M.Sc. in CS/IT or a closely related field. Preference will be given to candidates with MBA or other post-graduation degrees. b. Minimum 8 years 'of experience out of which 3 years should in supervisory role. <p>Experience:</p> <ul style="list-style-type: none"> a. Experience with databases, networks (LAN, WAN) and patch management. b. Knowledge of system security (e.g. intrusion detection system) and data backup/recovery c. Ability to create scripts in Asp.NET, Python, Perl and /or other languages d. Familiarity with various operating systems and platforms. e. Strong knowledge of systems and networking software, hardware, and networking protocols f. Proficient communication skills written and verbal. g. Experience of supervising a team. h. Experience in developing and implementing IT strategy and policies.
Remuneration	<ol style="list-style-type: none"> 1. Consolidated monthly remuneration based on qualifications and experience. 2. Travel, if required, will be reimbursed according to institute norms. 3. The position is a contractual position and does not carry any other allowances or benefits. 4. The position is eligible annual leave as per institute norms for contractual employees.
Method of selection	Interview

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. The last date for submission of online applications is **12 October 2021 (1730hrs)** through payment gateway.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.1000 (Rupees One Thousand only)**. Female candidates are exempted from paying the application fee.



2

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.500 (Rupees Five Hundred 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 control of the Institute.
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 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., **12 October 2021**. 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 interview if the applicant is called for the same.
5. 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 an interview. The Institute

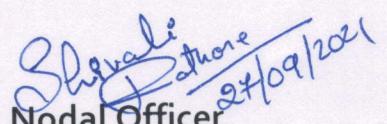
Shivji Thakur
3

reserves the right to restrict the number of candidates for 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 interview.
8. The decision of the Institute 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 to 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 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. 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.
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 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.


Shivali Rathore
Nodal Officer
शिवाली राठौड़
SHIVALI RATHORE
नोडल अधिकारी/Nodal Officer
भारतीय प्रबन्ध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी.भवन/P.I.T. Building
सरकारी पोलीटेक्निक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105