



भारतीय प्रबंध संस्थान अमृतसर  
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No.: IIM ASR/Rectt.-07/2022/024

Dated: 30.07.2022

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

**About IIM Amritsar**

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Education with the support of the Government of Punjab. The Institute has graduated Six MBAs batches with 100% placement with increasing compensation package year after year. The permanent campus is under construction on 61-acre land and should be ready to house the incoming batch of 2023. 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>	Sr. Manager - IT & Systems
<b>Number of Positions</b>	One (01) UR
<b>Age Limit</b>	Below 45 years of age as on the closing date of the receipt of the application
<b>Position Type</b>	Contractual or Regular
<b>Essential Job Functions</b>	<ol style="list-style-type: none"><li>Managing a small team of IT staff.</li><li>Configuring and maintaining the networked computer system, including hardware, system software, and applications.</li><li>Independently design, organize, modify and support the organization's computer system as per the changes in the organization's policy and digitize the existing and future processes.</li><li>Ensure the data security of the IT system by regularly performing maintenance, and security audits, preventing data theft, updating security patches, backing up data regularly, and performing related functions and activities to ensure the smooth operations of the Institute.</li><li>Diagnosing and resolving hardware, software, networking, and system issues when they arise.</li><li>Monitoring system performance to ensure everything runs smoothly and securely.</li><li>Researching and recommending new approaches to improve the networked computer system.</li><li>Document any processes employees need to follow to successfully work within the computing system.</li><li>Design and develop security mechanisms for IT system</li></ol>





	<p>Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.</p> <p>k. Prepare draft tender documents for procurements related to IT departments such as hardware, software, annual maintenance contracts, etc., as per GFR 2017 and prepare the draft contracts for execution and monitor adherence to the contracts by the vendors.</p> <p>l. Initiate timely actions for the procurement of new hardware and software, renewal of maintenance contracts, and compliance with various governmental requirements such as compliance audits, website audits, security audits, etc.</p> <p>Other duties as assigned by the Chair-IT or other designated authorities.</p>
<b>Minimum Required Educational Qualifications and Experience</b>	<p><b>Educational Requirements:</b></p> <p>a. B.Tech/B.E/ CS/IT or a closely related field. Preference will be given to candidates with MBA or other post-graduation degrees in addition to the minimum.</p> <p>b. Minimum 8 years of experience, of which three years should be in a supervisory role.</p> <p><b>Experience: In at least one or more than one, as mentioned below:</b></p> <p>a. Experience with databases, networks (LAN, WAN), and patch management.</p> <p>b. Knowledge of system security (e.g., intrusion detection system) and data backup/recovery</p> <p>c. Ability to create scripts in Asp.NET and Python. Perl and /or other languages</p> <p>d. Familiarity with various operating systems and platforms.</p> <p>e. Strong knowledge of systems and networking software, hardware, and networking protocols</p> <p>f. Proficient communication skills are written and verbal.</p> <p>g. Experience in supervising a team.</p> <p>h. Experience in developing and implementing IT strategy and policies.</p>
<b>Remuneration</b>	<p>1. Pay Level 10 as per the 7<sup>th</sup> CPC (Basic, HRA, DA, TA, and DA on TA) and other eligible benefits as per the Institute's policy.</p> <p>2. For contractual employment, consolidated monthly remuneration, based on qualification and experience, and other eligible benefits as per the Institute's policy.</p>
<b>Other conditions</b>	<p>The Institute reserves the right to fill the position on a contractual basis or at a lower pay level or cancel the post if none of the candidates is found suitable for the advertised post. In case any candidate is not found suitable for a regular appointment, the Institute reserves the right to offer a contractual position for up to 3 years, renewable annually, subject to institutional needs and satisfactory performance.</p>
<b>Method of selection</b>	Interview





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## How to Apply:

1. Candidates are required to apply online 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 **15<sup>th</sup> August 2022 (1730hrs)** through the payment gateway.
2. All candidates must pay a non-refundable **application processing fee of Rs.1000/- (Rupees One Thousand only)**.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PWD) **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 successfully submitting 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 with 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, their candidature will be rejected instantly. The candidates should ensure they have furnished the 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 in the year 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfill the requirements of the post and other conditions stipulated in the advertisement as on the closing date for receipt of the applications, i.e., **15<sup>th</sup> August 2022**. 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 interview 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 an interview. The Institute reserves the right to restrict the number of candidates for interviews to a maximum of five or less.



6. The Institute reserves the right to devise its criteria for shortlisting candidates for all advertised positions. 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 written test, if any, interviews.
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, and 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 the proper channel. They should submit a No Objection Certificate from the present employer when filling out 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 must attach the requisite certificates.
14. The Institute 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 total 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 canceled 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.







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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 the 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.

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Nodal Officer  
शिवाली राठी  
SHIVALI RATHORE  
नोडल अधिकारी/Nodal Officer  
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