



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-teaching/2022/1

Date: 26.09.2022

Non-teaching Recruitment

IIM Kashipur invites applications for the following non-teaching positions on Regular/Contract basis.

Sl. No.	Name of Post(s)	No. of Vacancies					Total	Level	Nature of Engagement
		UR	OBC	SC	ST	EWS			
1.	Manager Executive Education & Management Development Programmes	1	-	-	-	-	1	Consolidated	Contract*
2.	Public Relations Officer	1	-	-	-	-	1	Consolidated	Contract*
3.	Internal Audit Officer	1	-	-	-	-	1	10	Regular / Contract
4.	Assistant Executive	1	3	1	-	1	6	6	
5.	Administrative Assistant	2	1	-	-	-	3	4	
Total							12		

*Contract basis (Selected candidate will be offered a fixed term appointment for a period up to three years on a consolidated monthly salary). The contract will be renewed annually based on performance and requirement.

01	Manager Executive Education & Management Development Programmes
	Qualification and Experience Master's Degree in any discipline from a recognised University/Institute or Two Years Post-Graduate Diploma in Business Administration/Management from a reputed University/Institute or Post Graduate Degree Qualification in Human Resources Development/Management or Psychology or Sociology or Communication or Education, with minimum six years of post-qualification experience in Executive Education and Management Development Programmes. Desirable: An excellent marketing person with interpersonal and networking skills.
	Job Profile - Promoting short-term and long-term executive education / management development programmes of the Institute. Networking with corporates, government bodies and technology partners for these programmes. - Coordinating with faculty members for designing executive education / management development programmes. - Developing and execution of executive education/management development programmes Calendar of the Institute - Overall administration of executive education Programme Office. Ensuring that all the activities are carried out efficiently and timely.

	Age Limit: 40 years
	Application Fee: ₹ 200.00
02	Public Relations Officer
	Qualification and Experience
	<u>Essential</u> Postgraduate degree / diploma (two years) program in Mass Communication / Public Relations / Journalism and other relevant discipline.
	<u>Desirable</u> Excellent communication skills and command on both speaking, reading and writing in Hindi and English. Pleasing personality with interpersonal, presentation skills. Proven ability to manage, priorities and plan media interfaces both in regular press and social media. Experience in liaising with various government and private agencies.
	<u>Experience</u> Minimum six years of relevant experience in media, communications or public relations.
	<u>Job Profile</u> <ul style="list-style-type: none"> - Organize and oversee PR activities and ensure effective communication with stakeholders, media and the public including press conferences. - Develop PR campaigns and media relations strategies. - Preparing press releases, keynote speeches and promotional material & publications (brochures, videos, social media posts etc.) - Content Curation and handle all Social Media Platforms / Channels. - Building positive relationships with stakeholders, media and the public. - Should have a creative mind and excellent written and communication skills. - Confident in public speaking and project management abilities. - Track media coverage, prepare and submit Annual Reports & PR reports.
	Age Limit: 40 years
	Application Fee: Rs. 200.00
03	Internal Audit Officer
	Qualification and Experience Must be a graduate and a Member of 'Institute of Chartered Accountants of India'. Good working knowledge of computer applications and accounting software.
	<u>Essential Experience</u> Holding analogous post in Level-10 at least for 5 years or at least 10 years' experience in Level-9 in Internal Audit wing of an educational institution of National Importance funded by Govt. of India / Central / State Govt. Autonomous Bodies /PSU / Central/State University. Desirable: Experience of Internal Audit in educational institutions of national importance like: IIM, IIT, IISER etc. will be preferred.
	<u>Desirable</u> Sound knowledge of applicable statutory compliances related to education sector in connection with auditing techniques, internal auditing standards issued by ICAI and IIA.

	<p>Certifications like Certified Internal Auditor (CIA), Certificate course on Internal Audit by ICAI, would be an added advantage.</p> <p>Level 10 (Rs. 56100 - 177500) as per 7th CPC or on contract basis with an equivalent consolidated pay.</p> <p>Job Profile</p> <ul style="list-style-type: none"> - Audit, review and evaluate the internal control systems of the institute as a whole and assess their adequacy and effectiveness. - Perform tasks, consolidating results, controlling assignment / audit resources, monitor / co-ordinate with auditors of the Institute. - Assist the Institute in improvement of Internal Controls and review administrative procedures. - Examine the cases, received from different departments including assistance to the authorities in interpretation of Service Rules, CCS rules and prevailing rules of the institute. - Ensure the compliance of General Financial Rules of Government of India and other rules & regulations which are applicable on the Institute. - Inspect, examine and pre-audit of bills before submission in the Finance & Accounts Section. - Will oversee pre, internal, statutory, and C&AG audits for its smooth conduction and ensure compliance of guidelines. - Assist finance authorities in preparing replies to audit paras. - Prepare, disseminate, and ensure awareness of compliances and guidelines to the user departments. - Any other responsibilities as assigned by the Institute Authorities. <p>Age limit: 40 years</p> <p>Application Fee: ₹ 200.00</p>
04	<p>Assistant Executive</p> <p>Qualification and Experience Master's Degree in any discipline from a recognized University / Institute or Two Years Post-Graduate Diploma in Business Administration / Management from a reputed University / Institute or Post Graduate Degree Qualification in Human Resources Development / Management with Knowledge of computer typing and Computer applications in office management with five years relevant experience in Government / Autonomous Organization / PSU / Educational / Institutions.</p> <p>Age limit: 40 years</p> <p>Application Fee: ₹ 200.00</p>
05	<p>Administrative Assistant</p> <p>Qualification and Experience Graduate with knowledge of computer typing and knowledge of computer applications with three years relevant experience in Government organization /Autonomous organization /Public Sector Undertakings/ Reputed organization.</p> <p>Age limit: 40</p> <p>Application Fee: ₹ 200.00</p>

General Instructions

Before applying for any post, candidates should ensure that she / he fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.

*The applications are invited through **online mode only**. Candidates can fill online application form by visiting our website <http://iimkashipur.ac.in/>*

Last date for submission of online application and fee: 20.10.2022 (11:59 PM)

1. Age relaxation and reservation norms for ST/SC/OBC/PwD/Ex-Serviceman as per Government of India rules will be applicable. Age will be reckoned on the last date of submission of online application.
2. ST/SC/OBC/PwD/Ex-Serviceman and women candidates are not required to submit application fee.
3. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
4. The Institute reserves the right to relax experience / age / qualification in exceptional cases or in the case of persons already holding analogous positions in Autonomous bodies / University / Research Institution. Age relaxation for employees of the Institute will be governed as per the Institute policy.
5. The Institute reserves the right to offer appointment on contract basis, the Selection Committee, after negotiating with the candidate, may recommend appointing the candidate on a contractual basis as per the rules and regulations of the Institute.
6. The Institute reserves the right to increase / reduce the number of vacancies or empanel candidate(s) for future vacancies.
7. Degree as referred above should have been awarded by a recognized University / Institute.
8. Mere eligibility will not vest any right on any candidate for being called for interview / selection process. The decision of the Institute in all matters will be final. No correspondence will be entertained in connection to the process of selection. Canvassing in any manner would entail disqualification of the candidature.
9. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel should submit “No Objection Certificate” (NOC) along with “**vigilance certificate**” from present employer during the document verification. However, they should submit an undertaking to this effect.

10. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
11. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience etc.
12. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The decision of the Institute in this regard will be final.
13. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
14. The Institute shall not be responsible for any postal delay.
15. If any problem persists during online submission of application, please contact through the following E-mail: response@iimkashipur.ac.in

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