



भारतीय प्रबंधन संस्थान संबलपुर

Indian Institute of Management Sambalpur

C/o Silicon Institute of Technology, Silicon West, P.O. Sason, Sambalpur (Odisha) - 768200, India

(Under the aegis of Ministry of HRD, Govt. of India)

Advertisement for Non-Teaching Positions

Recruitment Advertisement No: ADVT/IIMSBP/2017/Nov/02

Last Date for Receiving the Application: 30th November 2017

IIM Sambalpur invites applications from the eligible Indian Nationals for the following posts on Contractual basis. The contract will be initially for **one year** which may be extended further on the basis of performance and requirement of the Institute.

S.No	Name of Posts	Salary (Fixed)	No. of Posts
1.	Secretary to Director	Rs. 30,000/- – Rs. 35,000/- pm	01
2.	Store and Purchase Officer	Rs. 30,000/- – Rs. 35,000/- pm	01
3.	Sr. Library & Information Assistant (Documentation Work)	Rs. 30,000/- – Rs. 35,000/- pm	01
4.	Accountant	Rs. 30,000/- – Rs. 35,000/- pm	01
5.	Junior Engineer	Rs. 30,000/- – Rs. 35,000/- pm	01
6.	Personal Assistant	Rs. 30,000/- – Rs. 35,000/- pm	02
7.	Office Assistant	Rs. 30,000/- – Rs. 35,000/- pm	02

The details of each position are as under:

1. Secretary to Director: One Post

Qualification and Experience: Bachelor's degree with minimum 05 years of secretarial experience or Master's Degree with 03 years of secretarial experience in office work in a reputed organization/Govt. department. Master in Management (PGDM/MBA) will be preferred. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communications along with computer skills (MS Office) are essential.

Upper Age Limit: 35 Years

Job Profile: To perform secretarial and related functions for the Director's office and to assist him in day to day activities. Dealing with enquiries, appointments and planning Director's diary. Organizing and attending meetings; taking note of minutes. Replying the mails, travel arrangements and accommodation when necessary. Organizing and maintain Director's Office system. Any other related works of Director's Office assigned time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office.

Salary: Rs. 30,000/ – Rs. 35,000/- pm (depending on the qualification and experience)

2. Store and Purchase Officer-One Post

Qualification and Experience: Bachelor's Degree with at least 05 years relevant experience or Master's Degree with 03 years of relevant experience in the purchase department dealing with contracting and tender in a reputed organization/PSU/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Upper Age Limit: 35 Years

Job Profile: To manage the Purchase/ stores functions of the Institute, Maintain records of goods ordered and received. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipments. Control purchasing department budgets. Review purchase order claims and contracts for conformance to Institute policy. Analyze market and delivery systems in order to assess present and future material availability. The person should have thorough knowledge of GFR.

Salary: Rs. 30,000/ – Rs. 35,000/- pm (depending on the qualification and experience)

3. Sr. Library & Information Assistant (Documentation Work): One Post

Qualification and Experience: Bachelor's Degree in Library Science with at least 05 years of experience in library department of a reputed Institute/University or Master's Degree in Library Science with 03 years of experience in the library department of a reputed Institute/University. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working on library software system is essential.

Upper Age Limit: 35 Years

Job Profile: To assist in offering the library services to the Faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Assisting for monitoring the financial regularization and maintenance of library accounts of the entire division. To maintain inter-sectional coordination, handle correspondence of the section. To upkeep Library records and equipments. To assist in Planning and implementing the administrative and budgetary functions of library and information services. Liaising with departmental academic staff, external organizations and book suppliers. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Salary: Rs. 30,000/ – Rs. 35,000/- pm (depending on the qualification and experience)

4. Accountant: One Post

Qualification and Experience: Bachelor's Degree in Commerce with minimum 05 years relevant experience or Master Degree in Commerce with 03 years of relevant experience. Candidate should be familiar with computerized accounting environment such as Tally/ERP etc. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Experience in working in finance and accounts functions in a reputed organization/PSU/Govt. department and knowledge of General Finance Rules are essential.

Upper Age Limit: 35 Years

Job Profile: Preparation of asset, liability, and capital account entries by compiling and analyzing account information, Accountable for various financial functions such as Maintenance of accounts, processing of bills, budgeting, investments and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in accounting management software such as Tally/ERP.

Salary: Rs. 30,000/- – Rs. 35,000/- pm (depending on the qualification and experience)

5. Junior Engineer: One Post

Qualification and Experience: Diploma in civil engineering with minimum 05 years of post qualification relevant experience or Bachelor's Degree in civil engineering with 03 years with relevant experience. Experience in reputed organization/Govt. department/PSU will be preferred.

Upper Age Limit: 35 Years

Job Profile: Identifying the scope of work as per the requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work, Junior Engineers to be responsible for all matters connected with the efficient management of the Section, To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them, To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained, To maintain master rolls, record of work charge establishments and imprest cash accounts properly, They will be responsible for keeping account of the measurement books issued to them, To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment, To preserve and take care of tools and plants, stock and other sources kept in their charge, To submit budget, accounts and prescribed returns, etc. in time, To keep detailed accounts of work, consumption of materials and item-wise work expenditure, To prepare initial designs for components of projects, 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.

Salary: Rs. 30,000/- – Rs. 35,000/- pm (depending on the qualification and experience)

6. Personal Assistant – Two Posts

Qualification and Experience: Bachelor's Degree with minimum 05 years of secretarial experience or Master Degree with 03 year of secretarial experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Upper Age Limit: 35 Years

Job Profile: To perform secretarial and related functions for the senior officials of the Institute and to assist them in day to day activities. Screening phone calls and dealing with enquiries where appropriate. Making appointments and planning the officer's diary. Organizing and attending meetings; sometimes taking minutes. Replying to emails, faxes and post, Booking travel arrangements and accommodation when necessary. Organizing and maintaining office systems. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office.

Salary: Rs. 30,000/- – Rs. 35,000/- pm (depending on the qualification and experience)

7. Office Assistant- Two Posts

Qualification and Experience: Bachelor's Degree with minimum 05 years of relevant experience or Master's Degree with 03 year of relevant experience in office work in a reputed organization/Govt. department. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred. Strong written and verbal communication skills are essential.

Upper Age Limit: 35 Years

Job Profile: To assist the concerned officials of the general administration, purchase, personnel, hostel administration and other Institutional activities. Responsible for maintaining office filing and record keeping systems, records, confidential files and other related information for department needs, maintaining of inventory of office supplies and orders as necessary. Any other related works assignment time to time by the competent authority.

Salary: Rs. 30,000/- – Rs. 35,000/- pm (depending on the qualification and experience)

GENERAL CONDITIONS:

1. The applicant must be a citizen of India
2. The appointment is in IIM Sambalpur, which is an Institute of national importance under Ministry of Human Resource Development
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the applications. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
4. The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the selection process.
5. Applicants working in Govt./Semi Govt./Public Sector undertaking will be required to submit "No Objection Certificate" from their employer at the time of interview. Candidates on selection are required to submit relieving letter from their employer (Govt./Public/Private) at the time of joining the Institute, without which they will not be allowed to join.
6. Degree/Diploma as referred above should have been awarded from recognized Institute/University.
7. If applying for more than one position, separate application will be required to be filled in and sent by the candidates.
8. The Institute reserves the right to reject any application without assigning any reason whatsoever.

9. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
10. The Institute also reserves the right to extend the closing date for receipt of applications.
11. All correspondence from the Institute including interview call letter shall be sent to the email id provided by the candidate.
12. Any subsequent amendments/modifications etc. if any, will be notified in the Institute's website (www.iimsambalpur.ac.in) and may be referred by the interested candidates.
13. The decision of the Competent Authority at IIM Sambalpur 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.
14. Applications not sent in the Prescribed Format and without candidate's signature will not be entertained.
15. Incomplete applications and/or the applications received after the last date are liable to be rejected.
16. Only shortlisted candidates will accordingly be informed regarding date, time and venue for selection process through mail.
17. No TA/DA or any other allowance will be paid by the Institute to the candidates for attending the selection process/interview at the Institute.
18. Candidates are required to bring original certificates of their academic and professional qualifications along with work experience for verification on the date of interview.
19. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
20. Candidates fulfilling the eligibility criteria may send their filled in application duly signed on the **Prescribed Application Format** to recruitment@iimsambalpur.ac.in. Candidates are also required to clearly mention on the subject line (**Name of the Post Applied**).
21. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Sambalpur.
22. The last date for receipt of application forms through email is **30th November 2017**

Officer-In-Charge (Recruitment)
Indian Institute of Management Sambalpur
C/o Silicon Institute of Technology, Silicon West,
P.O. Sason, Sambalpur (Odisha) - 768200, India

[To download the Prescribed Application Format \(Click Here\)](#)