



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

भारतीय प्रबंध संस्थान, सिरमौर
Indian Institute of Management, Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P - 173025

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)
(Under the aegis of Ministry of Education, Govt. of India)

Recruitment Notification No.: 05/ 2022, date: 04th Oct, 2022

Advertisement for various Non-Teaching positions at IIM Sirmaur

About IIM Sirmaur

IIM Sirmaur is one of the newer institutions of the Indian Institute of Management family in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

Applications are invited for the following Positions:

Online Applications are invited from Indian Citizens for the following Non-Teaching Positions.

S.No	Name of the Post	Level	No. of posts
Regular Positions			
1.	Junior Engineer (Civil)	06	01 (UR)
2.	Junior Office Assistant	05	01 (PWD) Persons with Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).

Contractual/ Adhoc basis		
S. No	Name of the Post	No. of posts
3.	Manager Placement and External Relations	01
4.	Medical Officer	01
5.	Nurse	01
6.	Teaching Assistant	03

PRESCRIBED MINIMUM QUALIFICATION FOR VARIOUS NON-TEACHING POSITIONS

1. Junior Engineer (Civil)- 01(UR) – (Regular) : Level-6, Rs.35400-112400 + admissible allowances

Direct Recruitment

Essential

- (i) Bachelor's Degree in Civil Engineering from a recognized University/Institute with at least 55% marks.
- (ii) A minimum of 03 years of relevant experience in reputed companies, preferably in construction companies / Educational Institutes.

Desirable

Expertise in using software relevant to the job profile/proficiency in the use of computer applications.

Age: Preferably below 35 years

Job Responsibilities

- (i) To ensure proper tendering procedures, documentation related to construction activity and overseeing the execution of all the project-related tasks/works from time to time;
- (ii) To oversee and take care of the construction process and activity of all proposed institute buildings & fixtures and ensure strict adherence to construction specifications, safety standards and all statutory/mandatory compliances ;
- (iii) To maintain close liaison with the Project Management Committee (PMC), Project Consultant and other agencies;
- (iv) Any other work that may be assigned by the competent authority

2. Junior Office Assistant – 01 (Reserved for persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, and muscular dystrophy) – **(Regular): Level-5 Rs.29200-92300 + admissible allowances**

Direct Recruitment

Essential:

Bachelor's Degree in any discipline with 55% marks from any recognized University/Institution.

Age: Preferably below 30 years

Job Responsibilities: To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The successful candidates shall be responsible for maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks etc. The candidate should be proficient in office management software with excellent typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken. The Competent Authority may assign any other relevant work from time to time. Junior Office Assistant will report to the respective officer of the departments and/or any other Official authorized by the Director.

3. Manager Placement and External Relations - 01 (On Contract)

Age Limit: Candidate's age should be preferably below 50 years.

Salary: Negotiable (On consolidated basis).

Period of Contract: The period of contract for the post shall be initially for a period of one year (extendable on a year-to-year basis up to 03 years based on yearly performance).

Job Summary:

The Manager Placement and External Relations (On Contract) will work for the development of industry relations and placement of the students with reputed companies who regularly recruit from campuses and overall coordination of the placement process. This is a full-time job that will require working closely with the students for competency mapping, career counseling and finding employment for them. Additionally, the selected candidate will be required to organize conclaves, seminars and conferences to strengthen the industry linkages. By building external relations with the corporate and the government institutions, the candidate is expected to also fulfill targets in terms of placement of the students and seeking other opportunities from the industry.

Essential Job responsibilities:

- **Support in Placement Process:**

To support the placement process of IIM Sirmaur by understanding the skill/talent requirements from the industry in advance and creating a new pool or expanding the existing pool of potential recruiters;

Bring reputed companies to IIM Sirmaur campus for campus placements;

Coordinate with students body for in-campus and ex-campus placement drive of IIM Sirmaur;

Ability to plan and execute placement targets successfully in a time-bound and disciplined manner as per the academic calendar of the Institute;

- **Branding exercise:**

Marketing of the Institute at national and international space, organizing industrial visits in India and overseas;

Take the initiative to develop contacts with HR Heads and top corporate leaders, leading to representation and branding of the talent pool of the students of IIM Sirmaur;

- **Building corporate connects and relations:**

Relationship with corporate to support and convert summer and final placements;

Establishing a relationship with professional bodies and other accreditation agencies as may be relevant;

Bring new national and international employment opportunities for the students of IIM Sirmaur by establishing and maintaining productive institute-employer partnerships;

- **Students mentoring and career counseling:**

To coach, groom and mentor students for strategic/mid-level managerial roles and ensure their placement success through the placement process;

Organize conclaves, seminars and conferences to strengthen the industry linkages through various direct and indirect, cultural and knowledge exchange routes;

The candidate is expected to travel extensively to build a relationship with the companies so that they can recruit from IIM Sirmaur.

- **Additional duties:**

Establishing industry-academia connections to understand the industry practice, requirements, and change they seek from business schools;

Inviting Corporate leaders to the Institute for talks and guest lectures;

Support in preparing Institute brochures and external communication;

The incumbent will be expected to advise in Human Resources related matters of importance (similar experience will be an added advantage);

Any other matter as may be necessary;

Qualification and Requirements:

Essential requirements:

Essential Academic Qualification:

MBA/PGDM/or equivalent post-graduate level degree from any institution or recognized business school.

Essential Skills:

Good English Communication (verbal and written), ability to develop sound, credible reciprocal with industry with good PR, Liaison and relationship building skills, ability to facilitate and promote industry / institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIM Sirmaur.

Essential Experience:

Minimum three years of successful experience as Placement Officer/Manager or Placement Head, Training and Placement Officer at any Institute of national importance or a premier business School with the strong corporate network.

Or

Minimum five years of experience as HR/Marketing Head or senior HR level with a prestigious corporate brand with the good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisition and campus placements in particular.

Note: Institute reserves the right to seek feedback from the past/current employer, if required.

4. Medical Officer - 01 (On contract/ Adhoc basis)

Eligibility

Minimum Professional Qualification: MBBS. Preference will be given to candidates with MD in medicine.

Experience: 05 years (five) years of professional experience in general medicine.

Age: Minimum 35 years and not exceeding 70 years. Retired persons may also apply.

Job Responsibilities

Medical Officer must be available for consultation in the evening for two hours from 07:00 pm to 09:00 pm, on weekdays (from Monday to Friday). Also, Medical Officer must be available on call as and when required (at times of Medical emergencies).

Emoluments

The compensation will be commensurate with the qualification and experience of the candidate and will not be a constraint for the deserving candidate. The salary will be revised annually based on performance and Institutional requirements.

Tenure

Initially for 01 Year, extendable on year to year basis, based on annual performance and Institutional requirements.

5. Nurse – 01 (On contract/ Adhoc basis)

Eligibility:

- **Educational qualification:** Bachelors in Nursing. Must have a registered certificate in Nursing registration, with Indian/State Nursing Council.
- **Experience:** 03 (Three) years of relevant experience as a nurse in a duly registered Hospital.
- **Age:** Maximum 35 years

Job Responsibilities: To Assist the Medical Officer in the smooth functioning of the Institute's Dispensary/ Clinic. Administering medications, first-aid, and treatments to the patients. Knowledge of medicines, essential medical equipment / their usage, and day-to-day maintenance/upkeep of essential registers for transparent accountability of the assets, in the custody of the Dispensary/Clinic. Any other work as assigned by the competent authority.

Emoluments

Rs.30,000/- per month. The salary shall be revised annually based on yearly performance.

Tenure

Initially for one year, extendable on year to year basis, based on annual performance and Institutional requirements.

6. Teaching Assistant – 03 (On contract/ Adhoc basis)

Eligibility:

- **Educational qualification :** Masters Degree with first division (preferably MBA)
- **Experience:** Minimum One year of relevant experience in premier Educational Institutions (Preferably in CFTI's IIMs, IITs, NITs etc.)
- **Age:** Minimum 25 years

Job Responsibilities: To assist the area faculty members in the preparation of the academic materials, provide computer data entry support, academic evaluations and its compilation for different courses, and related academic support activities.

Emoluments : Rs. 25000/- per month

Tenure: Initially for One year, extendable on year to year basis, based on annual performance and Institutional requirements.

How to Apply:

Candidates are required to apply online on the Institute's website www.iimsirmaur.ac.in by **Oct 25, 2022, 11:59 PM.**

Candidates (other than SC/ST/PWD/Women candidates) are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only) through the online payment gateway.**

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in the Indian Institute of Management Sirmaur (IIMS), which is an Institute of National importance under the Ministry of Education, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of the online application. 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. Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. should send their applications through proper channel. They shall also be required to furnish a 'No Objection Certificate (NOC)' at the time of test /interview, if applicable. Compliance with this clause is mandatory.
5. 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 an interview/test. The age relaxation for the reserved categories i.e. SC/ST/NC-OBC/PWD shall be as per the Govt. of India norms.
6. Institute reserves the right to devise its shortlisting criteria for the position advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should, therefore, 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 in full and accurate.

7. The period of experience rendered by a candidate on part-time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for the interview.
8. The decision of the Competent Authority at IIM Sirmaur 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 interview, will be final and binding on the candidates.
9. No interim correspondence or personal enquiries shall be entertained by the Institute.
10. Institute reserves the right to seek any other certificate, including vigilance from the candidates already in service at any time during the process.
11. The Institute solely reserves the right not to fill all or any of the advertised positions/ number of posts in all positions without assigning any reason.
12. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
13. Appointment orders issued by the Institute shall be provisional. The Institute may 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 it is found at any time that any of the facts/documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature shall stand canceled and services may be terminated without any notice period.
14. In case of any inadvertent mistake in the process of selection, 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.
15. Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
16. Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.
17. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
18. The Institute shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
19. Application submitted for a particular post is not transferable to any other post.

20. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the Institute.

21. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The Institute may restrict the number of candidates to be called for test/ interview on the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to shortlist applications such as holding written test.

22. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of the interview may be either a personal interview in a venue fixed by the Institute or via online mode which will be at the discretion of the Institute.

23. **MODE OF SELECTION:**

Sl No. 1 and Sl. No. 2

For the regular post mentioned in Sl. No.1 and Sl. No.2, the Institute shall conduct a written test at as per below :

- (i) Paper - Total 100 marks (minimum qualifying marks 60% of part A and B combined)

Part A

This section will consist of objective-type questions carrying 30 marks.

Syllabus

- English Grammar & Reading Comprehension.
- Quantitative Ability (upto 12th Standard)
- Aptitude & Logical Reasoning
- General Knowledge & Current Affairs

Part B

This will be a descriptive-type test or an Objective-type test carrying 70 marks.

Syllabus

- Post specific questions related to the job description as mentioned in the Rect. Advertisement.

- (ii) **Skill Test**

Candidates those who score minimum of 60% in the above in the written test shall be called for the skill test which shall be of qualifying nature. Total marks for skill test shall be 50 and qualifying marks will be 25. The merit of the candidates shall be drawn based on the performance in the written test only, subject to qualifying the skill test.

Sl No. 3

This position will be filled on a Contractual basis through Interview only.

SL No. 4

This position will be filled on a Contractual/ Adhoc basis through Interview only.

SL No. 5 and SL. No. 6

The positions at Sl. No. 05 and SL. No. 6 will be filled on a Contractual/ Adhoc basis, the Institute may hold written test if necessary, before interview.

24. No TA/DA will be paid for attending test/interview.
25. Candidates appointed on contract shall have no claim to be appointed against any regular vacancy at the Institute.
26. Legal disputes, if any, will be restricted within the jurisdiction of Distt. Sirmaur, Himachal Pradesh only.
27. The Institute reserves the right to reject any application without assigning any reason whatsoever.
28. The Institute also reserves the right to extend the closing date for receipt of applications, results, etc.
29. All correspondence from the Institute, including an interview call letter, shall be sent to the e-mail ID provided by the candidate.
30. Any matter for which no specific instruction has been given shall be decided by the Institute, and the decision shall be final and binding on the applicants.
31. The aforesaid terms & conditions shall be supplementary and in addition to the terms of appointment order/ contract, which shall be issued to the selected candidate if any.