



# चन्द्रगुप्त प्रबन्ध संस्थान पटना CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Mithapur Institutional Area, Patna-800001.

Advertisement No.103/2/22

Date: 16.03.2022

## **Advertisement for Non-Teaching Positions.**

Chandragupt Institute of Management Patna (CIMP); a standalone government institute in management education, consulting and research approved by AICTE, accredited by NBA and recognized by AIU; invites applications from eligible candidates for the following non-teaching positions:

S. N.	Name of the Position	Pay	Age Limit	Minimum Qualification and Experience
1	Senior Administrative Officer	₹1,20,000/- (Consolidated)	55 years	Graduate in any discipline preferably with MBA/LLB. At least <i>fifteen</i> years of administrative experience. Candidates having work experience in the Government/PSUs/Corporate may be preferred.
2	Placement Officer	Pay Level 10 in the 7 <sup>th</sup> CPC Pay Matrix (₹56,100 - ₹1,77,500)	45 years	Master's Degree preferably with MBA/ Post Graduate Diploma in Management. At least <i>five</i> years of relevant experience.
3	Manager-HR			MBA/Post Graduate Diploma in Management or Human Resources. At least <i>five</i> years of relevant experience.

### **Application Procedure:**

Please email your CV as an attachment in .pdf format mentioning the name of the post applied for in the subject line to [administrator@cimp.ac.in](mailto:administrator@cimp.ac.in) by **31<sup>st</sup> March, 2022.**

### **General Conditions:**

1. Candidates already serving in government/semi-government/autonomous bodies are required to produce a 'No Objection Certificate' at the time of interview.
2. The age limit shall be reckoned on the last date of the submission of the application, i.e., 31<sup>st</sup> March, 2022.
3. Only short-listed applicants will be called for Interview. Mere fulfilling the minimum qualification/eligibility criteria will not confer any right to the candidate to be called for interview.
4. The Institute will communicate only with short-listed candidates.
5. No correspondence, whatsoever, shall be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
6. The position of Senior Administrative Officer shall be on a contract, initially, for a period of three years only. Further extension of the contract may be subject to the performance of the candidate and availability of the vacancy position.
7. Candidates selected for the positions of Placement Officer & Manager-HR will be initially put on probation for a period of one-year. After, their satisfactory performance during the probation period, they will be subsequently appointed on regular basis.
8. Canvassing in any manner shall entail summary disqualification of the candidature.
9. No TA/DA or any other allowance will be paid by the institute for attending the Interview.
10. The institute reserves the right to reject any or all the applications without assigning any reason(s) thereof. The decision of the institute in all matters will be final.

Sd/-  
Head-Administration