



I. I. M ROHTAK

Sunaria, Rohtak-124010

S.No	Name of the post(s)	Nos.
1	Chief Manager (Finance & Accounts)	1
2	Senior Manager IT	1
3	Procurement Manager	1
4	Administrative Officer (Programme)	1
5	Accounts Officer	1
6	System Assistant/ Junior Technical Superintendent	1
All applications should be sent to careers@iimrohtak.ac.in with subject being compulsorily name of the post. Last date to receive applications is : July 19, 2022		

Indian Institute of Management Rohtak invites applications for Chief Manager (Finance & Accounts), Senior Manager IT, Procurement Manager, Administrative Officer (Programme), Accounts Officer, and System Assistant/ Junior Technical Superintendent

1. **Chief Manager (Finance & Accounts)**
Pay Level- 12 (Rs.78800 – 209200)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Master degree with CA/ICWA/Cost Accounting. Good academic record is required. MBA is an added advantage. Sound knowledge in finance and accounts.

Experience: Minimum 10 years (8 years for SC/ST) of relevant post-qualification experience in finance and accounts in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years in the immediate lower Pay level 11 or equivalent of (pre-revised scale of Rs. 15600-39100, Grade Pay of Rs. 6600/-) or in higher scale. If working in private sector, drawing salary should be Rs. 70,000- 80,000 per month or above. Applicants having experience in running finance and accounts office of large educational institutions will have an advantage. A successful applicant is expected to independently manage the Finance and Accounts Office and advise the Director on managing funds.

Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge of advanced computer applications in the management of finance and accounts is desirable. Good communication skill in English is essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Overall in-charge of Finance and Accounts Office and is responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates, and tax and other statutory requirements. Reports to Director.

No. of Posts: One

[For Prescribed Application Format please click:](#)

2. Senior Manager (IT)

Pay Level- 12 (Rs.78800 – 209200)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: M.Tech./M.E./Master in Computer Science or B.Tech. with MBA with specialization in Computers. Good academic record is required.

Experience: Minimum 12 years (10 years for SC/ST) (excluding apprenticeship or training period) of relevant post-qualification experience in maintaining and supporting IT equipments including servers, LAN, Internet and Intranet for at least 100 users, in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years in the immediate lower Pay level 11 or equivalent of (pre-revised scale of Rs. 15600-39100, Grade Pay of Rs. 6600/-) or in higher scale. If working in private sector, drawing salary should be Rs. 70,000- 80,000 per month or above. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi, troubleshooting, configuration of network equipments (like switch and access points). Knowledge of software development and Programming. Thorough knowledge of database management and enterprise resource planning. Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge in handling Computer Centre Services/ Campus Networking/NKNVC/Telecom/VoIP/CCTV Services etc. Good communication skill in English is essential.

Age Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Responsible for handling functions of the IT Resources Center of the Institute. Maintaining Computers and its peripherals, Servers, LAN/WAN, Internet, Intranet, Wi-Fi equipments, Video Conferencing equipments, Biometric Systems, Audio Video equipments, Backup of hardware and software's, Upgradation of hardware and softwares, adherence to software licensing laws, etc. Plan, organize, direct, control and evaluate the operations of the IT Systems and electronic data processing (EDP). Evaluates the user needs, provides support including managing crisis situations including complex hardware and software problems. Prepare and control the ITRC budgets and expenditures. Reports to Director.

No. of Posts: One [For Prescribed Application Format please click:](#)

3. Procurement Manager

Pay Level- 10 (Rs.56100 – 177500)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Post-Graduate Degree in business management (under 10+2+3/4 scheme) or any Post-Graduate Degree with two years Diploma in business management. At least 5 years' experience in procurement or purchase in large government departments/public sector establishments/academic/research/commercial organization of national/international repute. Consistently good academic record is required.

Experience: Minimum 10 years (8 years for SC/ST) of relevant post-qualification supervisory experience in stores and purchase or Materials Management in a government department or academic/research institution/commercial organization of national/international repute, with at

least 3 years at pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector drawing salary should be Rs. 50,000- 55,000 per month or above. Applicants should have a flair for serving educational institutions. Proficiency in handling Government contracts, good knowledge of GFR and experience of handling GeM procurement will be required. Good communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Supervise overall management and handling of activities related to Stores and Purchase office which includes vendor management, asset maintenance, maintenance of contracts, contract drafting / tender procedures using IT systems. Purchase of consumable and non-consumable stationery, printing, capital equipment, computers, managing tender/quotation process; issue of items and maintenance of their registers; estimates of stores/purchase requirements and their budget; vendor information management; quality control, stores and inventory management, yearly stock verification of assets with depreciation/appreciation, etc. Should have knowledge of Purchase and Contract process as per General Financial Rules (GFR). Any other administrative work assigned by the Institute. Report to as assigned.

No. of Posts: One

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4. **Administrative Officer (Programme)**

Pay Level- 10 (Rs.56100 – 177500)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Post-Graduate Degree or Post-Graduate Diploma in Personnel Management/Public Administration or in any subject from a reputed institution, with good academic record.

Experience: Minimum 7 years (5 years for SC/ST) of relevant post-qualification supervisory experience in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years at pay level 7 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/-) or in higher scale. If working in private sector drawing salary should be Rs. 50,000- 55,000 per month.

Preference will be given to Ex-Defence Personnel and applicants having experience in similar position.

Applicants should have supervisory experience in handling of administration, academic, and government-related matters and a flair for serving educational institutions. Good communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

Functions: Handling of activities of the academic Programmes as assigned. Supervise overall management and handling of activities related to admissions and academic administration of the Programmes. Liaison with Guests/ Adjunct faculty with respect to programmes and sessions. Preparation of academic calendar and Area Teaching plans under the guidance of respective Faculty-in charge of the Programme; interaction with the candidates / participants of different programmes. Scheduling of classes, conduct of exams and preparation of grade sheets. Maintaining

fellowship/contingency funds, liaising for accommodation and mess facilities to the participants attending Programmes. Any other administrative work assigned by the Institute. Report to as assigned.

No. of Posts: One

[For Prescribed Application Format please click:](#)

5. Accounts Officer

Pay Level- 07 (Rs.44900 – 142400)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Bachelor degree with CA/ICWA/Cost Accounting/CFA or equivalent. Good academic record is required. MBA is an added advantage. Sound knowledge in finance and accounts.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in finance and accounts in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge of advanced computer applications in the management of finance and accounts is desirable. Good communication skill in English is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 45 years.

Functions: Supporting the management of accounts. A successful applicant should be able to work in a computerized accounting environment and in various accounting and financial functions such as maintenance of accounts, processing of bills, handling of cash, budgeting, investments, and auditing; should have good skills in dealing with users of accounts service. Any other administrative work assigned by the Institute. Reports as assigned.

No. of Posts: One

[For Prescribed Application Format please click:](#)

6. Systems Assistant/Junior Technical Superintendent

Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Deputation

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E/B.Tech in Computer Science/Information Technology or related discipline with specialization in Computers from a reputed institution or equivalent. Consistently good academic record and good communication skills in English are required.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in maintenance and servicing of IT hardware and software in a similar position in Government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working

in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Applicants should have a flair for serving educational institution. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi and troubleshooting, configuration of network equipment's (like switch and access points). Thorough knowledge of software development using C/C++/Visual basic/Java. Programming skills may be given due weightage. Thorough familiarity with application packages under Unix and WINDOWS environment databases like Oracle etc. is essential.

Age: Not exceeding 35 years (40 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 40 years.

Functions: Supporting the management of IT Resources Centre of the Institute. Assist the System Administrator in performing the maintenance related to computer hardware and software. Troubleshoot the network and system environments. Provide operation support to all the users in respect to computer systems and workstations. Provide Programming support. Installing and configuring new hardware and software. Schedules, performs, and monitors system backups and, when necessary, performs data recoveries. Any other administrative work assigned by the Institute. Reports to Systems Administrator as assigned.

No. of Posts: One

[For Prescribed Application Format please click:](#)

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED STAFF POSITIONS

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before July 19, 2022. Applications sent to any other email id other than careers@iimrohtak.ac.in will not be considered.

While applying for any position please mention “**Position name** _____ **IIM-R**” in the subject of the email, else the application will be discarded.

2. Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.
3. Separate Application Form should be filled, if applying for more than one position. The name of the post applied for should be clearly mentioned in BOLD LETTERS.
4. Applicants are advised to satisfy themselves before applying that they possesses at least the minimum essential qualification and experience laid down for the post.
5. The internal candidate will be given relaxation of age, subject to actual period served in the Institute.
6. All the above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
7. Appropriate functional title may be assigned to the selected candidates at the positions advertised.
8. Those who are in regular service in government/public sector establishments may be required to produce a *No Objection Certificate*, if called for selection process.
9. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by

Government of India and issued by competent authority.

10. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.
11. The Institute reserve the right to increase/decrease the number of position/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
12. Applicants having at least 3 years' experience in a similar or immediate next lower position in any of the IIMs may be given two years relaxation and applicants having at least 2 years' experience in a similar or immediate next lower position in any of the IIMs may be given one year relaxation in required work experience.
13. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.
14. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being shortlisted for the selection process.
16. Only shortlisted applicants will be contacted.
17. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the 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 stands cancelled or services can be terminated.
18. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
19. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.
20. Written test will be conducted for all posts & qualifying the written exam is mandatory for further processing.