



Indian Institute of Management Udaipur  
भारतीय प्रबंधन संस्थान उदयपुर

### **CALL FOR NON-TEACHING POSITIONS**

Advt. No.-IIMU/HR/NF/2019/01

May 01, 2019

Indian Institute of Management Udaipur invites applications for the following Non-Teaching Positions on **Direct Recruitment** Basis :-

S.No.	Position	Pay Details	No. of Posts
1	Office Assistant – Stores & Purchase	Level-6 with basic pay Rs. 35,400/- plus applicable allowances	01 (OBC-NC)
2	Junior Engineer (Civil)	Level-6 with basic pay Rs. 35,400/- plus applicable allowances	01 (UR)
3	Junior Assistant Executive - Accounts	Level-4 with basic pay Rs. 25,500/- plus applicable allowances	01 (UR)
4	Junior Assistant - Accounts	Level-2 with basic pay Rs. 19,900/- plus applicable allowances	01 (UR)
5	Junior Assistant	Level-2 with basic pay Rs. 19,900/- plus applicable allowances	02 (UR)
6	Multi-Tasking Staff	Level-1 with basic pay Rs. 18,000/- plus applicable allowances	02 (UR)

Detailed information for above positions are as follows:

#### **1) Office Assistant – Stores & Purchase: One Post (OBC-NC)**

- Pay Scale: Level -6 (Initial Basic Pay Rs. 35,400/-)
- Upper Age Limit: 35 Years as on closing of the date of advertisement

#### **Qualification & Experience:**

Bachelor's Degree (10+2+3) with minimum 55% marks or its equivalent grade and consistently good academic record and at least 5 years of post-qualification relevant experience or Master's Degree (10+2+3+2) with minimum 55% marks or its equivalent grade and consistently good academic record and 3 years of post-qualification relevant experience in the purchase department dealing with contracting and tender in a reputed organization/ PSU/Govt. department. Degree or diploma in Logistics / Materials Management will have added advantage. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.

**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. Analyse market and delivery systems in order to assess present and future material availability. The person should have thorough knowledge of GFR-2017.

**2) Junior Engineer (Civil): One Post (UR)**

- Pay Scale : Level -6 (Initial Basic Pay Rs. 35,400/-)
- Upper Age Limit: 35 Years as on closing of the date of advertisement

**Qualification and Experience:**

Diploma in civil engineering with minimum 60% marks or its equivalent grade and consistently good academic record and minimum 7 years of post-qualification relevant experience or Bachelor's Degree in civil engineering minimum 60% marks or its equivalent grade and consistently good academic record and 5 years with relevant post-qualification experience. Experience in reputed organization/Govt. department/PSU will be preferred.

**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. 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 his charge to his superiors. Any other function that may be assigned by the Chief of Administration from time to time.

**3) Junior Assistant Executive (Accounts): One Post (UR)**

- Pay Scale : Level - 4 (Initial Basic Pay Rs. 25,500/-)
- Upper Age Limit: 33 Years as on closing of the date of advertisement

**Qualification and Experience:**

Bachelor's Degree (10+2+3) in Commerce with minimum 60% marks or its equivalent grade and qualified Chartered Accountant (CA) from the Institute of Chartered Accountants of India and 2 years of post-qualification 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.

**Job Profile:**

Accountable for various financial functions such as day to day accounting, preparation, and 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 ERP and MS Office with expertise in MS Excel, Word, and Powerpoint.

**4) Junior Assistant (Accounts): One Post (UR)**

- Pay Scale : Level -2 (Initial Basic Pay Rs. 19,900/-)
- Upper Age Limit: 30 Years as on closing of the date of advertisement

**Qualification and Experience:**

Graduation in Commerce with minimum 55% with Knowledge of computer typing and knowledge of Computer applications with Two (2) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization. Candidates having master's degree with relevant experience will be given preference.

**Job Profile:**

To assist the concerned officials of the Finance & Accounts Area for various financial functions such as day to day accounting, preparation, and maintenance of accounts, processing of bills, budgeting, investments, audit coordination, maintaining office filing and record keeping systems, Any other related works assignment time to time by the competent authority.

**5) Junior Assistant: Two Posts (UR)**

- Pay Scale : Level -2 (Initial Basic Pay Rs. 19,900/-)
- Upper Age Limit: 30 Years as on closing of the date of advertisement

**Qualification and Experience:**

Graduation with minimum 55% with Knowledge of computer typing and knowledge of Computer applications with Two (2) years relevant experience in Government organization / Autonomous organization / Public Sector Undertakings / Reputed organization. Candidates having master's degree with relevant experience will be given preference.

**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.

#### 6) Multi-Tasking Staff: Two Posts (UR)

- Pay Scale : Level -1 (Initial Basic Pay Rs. 18,000/-)
- Upper Age Limit: 27 Years as on closing of the date of advertisement

**Qualification and Experience:** Bachelor's Degree with minimum 55% marks with Knowledge of computer typing and knowledge of Computer applications with one (01) year of relevant experience in Reputed organization.

#### **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.

#### **General Terms and Conditions:**

- 1) The candidate must be a citizen of India
- 2) Interested candidates may apply through **ONLINE MODE ONLY** as link given at the institute's website under **JOBS** section. Candidates are not required to send the hardcopy of the application; however, it is advised to retain a copy of filled application form for further references.
- 3) The link to apply the advertised positions shall be active from **May 02, 2019 to May 31, 2019**.
- 4) If the candidate wishes to apply for more than one post, should apply separately for each post.
- 5) Application fee of Rs.500 for UR & OBC is required to be paid using the payment gateway link as provided. SC/ST/Women/PwD candidates are exempted from the Application fee.
- 6) Candidates working in the Government/Semi-Government/Public Sector Undertakings/Autonomous Bodies should intimate their employer in writing before applying for the posts advertised. Such candidates would have to upload **NO OBJECTION CERTIFICATE** from their current employer at the time of submission of online application.
- 7) IIM Udaipur reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
- 8) Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview or/and for his/her selection. .
- 9) The selected candidates shall be kept on Probation for a period of two years, which can be extended based on the performance.
- 10) The age relaxation for SC/ST/OBC-NC/PWD candidates shall be given as per Govt. of India Rules.
- 11) Cutoff date for determining the age may be kept as closing date of the advertisement.
- 12) All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation should be produced in original at the time of interview, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the interview.
- 13) Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.

- 14) No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for test / interview.
- 15) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
- 16) In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
- 17) No TA/DA shall be given for attending the selection process.
- 18) Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
- 19) Canvassing in any form and /or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for and such application/s shall summarily be rejected
- 20) Only short-listed candidates will be contacted.
- 21) List of short listed / selected candidates will be communicated to their individual mail Ids and no separate communication will be sent.
- 22) The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 23) For any query related to submission of on-line application you may send email to ([hrd@iimu.ac.in](mailto:hrd@iimu.ac.in) ). However, queries related to interpretation of rules will not be entertained.
- 24) The Institutes reserves the right to rectify any discrepancy of the Advertisement, if found later on. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/withdraw/cancel / post-pone any communication made to the candidate;
- 25) All appointments shall be done after obtaining the approval of the Competent Authority based on the recommendations made by the Selection Committee.
- 26) Applicant shall be responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / false, the candidate / appointment shall be cancelled / terminated
- 27) The prescribed qualifications / experience indicated are bare minimum and mere possession of same will not entitle the candidate to be called for selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may thus restrict the number of candidates to be called for written examination / skill test / interview to a reasonable limit at its discretion
- 28) No correspondence will be entertained in relation to this advertisement, please visit institute's website i.e. [www.iimu.ac.in](http://www.iimu.ac.in) for day to day updates, if any.
- 29) For all positions, knowledge of computer applications is essential.

- 30) The Institute reserves the right to fill or not to fill any of or all the posts.
- 31) The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
- 32) The Competent Authority of the institute also reserves the right to accept or reject or cancel in partial or full any post/s at his discretion at any stage without assigning any reason thereof
- 33) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udaipur only.
- 34) The last date to submit the online application is May 31<sup>st</sup>, 2019, at 5.30 pm

**Sd/-**

**Chief of Administration**