



भारतीय प्रबंध संस्थान संबलपुर
Indian Institute of Management Sambalpur
Jyoti Vihar, Burla-768019, Sambalpur (Odisha)

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

Recruitment of Placement Officer, AO (Infrastructure), AO (Accounts), AO (Programme), AAO (Programme), AAO (Research & Consultancy), System Administrator, Accountant, Store & Purchase Officer, Secretary to Director, Junior Engineer, Personal Asst., Office Asst., Library Asst., Hostel Supervisor, Electrician, Jr. Office Asst., Driver, Attendant

Recruitment Advertisement No: ADVT/IIMSBP/2022/Dec/11

Last date for receiving the application: 17.01.2023

IIM Sambalpur invites applications from the eligible Indian Nationals for the following posts on Regular/Contract:

Sl. No.	Name of Posts	Pay Level	Pay Scale	No. of Post	Reservation
1.	Placement Officer (Contract)	11	Rs. 67,700- 2,08,700 Entry Pay- Rs. 67,700	1	
2.	Administrative Officer (Infrastructure)	10	Rs. 56,100- 1,77,500 Entry Pay- Rs. 56,100/-	1	UR
3.	Administrative Officer (Accounts) (Contract)	Consolidated	Consolidated	1	
4.	Administrative Officer (Programme)	10	Rs. 56,100- 1,77,500 Entry Pay- Rs. 56,100/-	1	NC-OBC
5.	Asst. Administrative Officer (Programme)	8	Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600	2	UR-1 NC-OBC-1
6.	Asst. Administrative Officer (Research & Consultancy)	8	Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600	1	UR
7.	System Administrator (Contract)	8	Rs. 47,600- 1,51,100 Entry Pay- Rs. 47,600	1	
8.	Accountant	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
9.	Store and Purchase Officer	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
10.	Secretary to Director	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
11.	Junior Engineer	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
12.	Personal Assistant	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	UR-1 NC-OBC-1

13.	Library Assistant	6	Rs. 35,400 - 1,12,400 Entry Pay- Rs. 35,400	2	EWS-1 Post UR-1 Post
14.	Office Assistant (Gen. Admin)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	NC- OBC-2
15.	Office Assistant (IT)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	ST-1 Post UR- 1 Post
16.	Office Assistant (HR)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
17.	Office Assistant (Programme)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	UR-1 Post SC-1 Post
18.	Hostel Supervisor	4	Rs. 25,500- 81,100 Entry Pay Rs. 25,500	1	UR
19.	Electrician (Contract)	2	Rs.19,900 -63,200 Entry Pay- Rs. 19,900	1	
20.	Jr. Office Assistant	Consolidated	Consolidated	4	
21.	Driver (Contract)	2	Rs.19,900 -63,200 Entry Pay- Rs. 19,900	1	UR
22.	Attendant- Peon	1	Rs.18,000 -56,900 Entry Pay- Rs. 18,000	1	UR

The details of each positions are as under:

1. Placement Officer - One Post (Contract)

Qualification & Experience: Post-graduate degree in Management from a reputed University / Institute with a minimum of 55% marks or equivalent grade point average. The person should have excellent analytical abilities with an eye on the market conditions and be an effective leader with high degree of personal drive, entrepreneurial spirit & people skill. He/ She should be proficient in man-management with excellent interpersonal skills and ability to network with employers to create enhanced opportunities for employment.

Post qualification experience of at least 8 years in placement activities out of which 2 years in independently handling placement functions of a reputed Management Education Institute/ Commercial organization of national / international repute/ IIMs / IITs / Top 50 ranked Management Institute as per NIRF 2021.

Upper Age Limit: Not exceeding 45 years.

Job Profile:

- To coordinate with industry on behalf of the Institute. The Placement Officer is expected to travel extensively to meet the corporate representatives.
- To project the image of the institute through professional client relationship.
- To design and get the placement brochure printed.
- To contact companies and invite them to the campus or to arrange for the campus placement activities including video-conferencing.
- To interact with media and prepare placement report.
- To coordinate with students and be sensitive to their needs and motivate them, if necessary.

- The candidate should be well versed in marketing the institute with the external stake holders.
- He / She shall report to the Chairperson, Placement.

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

Pay Scale: Rs. 67,700- 2,08,700 (PB-3, Pay Level-11)

2. Administrative Officer (Infrastructure)- One Post (UR)

Qualification and Experience: B.E/ B. Tech in Civil Engineering from a recognized University/Institute with minimum of 55% marks or equivalent grade point average. The candidate should have minimum 8 years' experience in handling of at least one construction project value of Rs. 300 cr. and out of which 2 years' experience in handling construction projects from design commissioning, supervisory controls on sub-contractors, contract labour, statutory obligations, with exposure to various construction methods and health & safety hazards related to construction projects and in handling overlapping projects from IT, Engineering during the structural construction phase of any Govt./PSUs/ Institute of national repute such as IIMs/ IITs/ IISERs/ NITs etc. on Regular/Contract/Outsource basis.

Upper Age Limit: Preferably below 45 years.

Job Profile: Handling permanent campus project of IIM Sambalpur including planning & execution of civil, electrical & communication engineering.

Probation: 02 (Two) years (in case of regular appointment)

Pay scale: Rs. 56,100-1,67,800 (PB-3, Pay Level-10)

3. Administrative Officer (Accounts)- One Post (Contract)

Qualification and Experience: The candidate should have CA (Chartered Accountant) with minimum of 8 years' experience in handling internal audit, GST compliances, taxation etc. and out of which at least 2 years' experience dealing with Central Government rules relating to Accounts/ Audit / Budget etc. in any Govt. of India/ Central PSUs/ Institute of National repute such as IIMs/IITs/IISERs/NITs etc.

The candidate should also have thorough knowledge of financial rules & regulations, GFR etc. Proficiency in computer operations (MS Windows & MS Office), Internet is must. Must have sound practical exposure to advanced computer applications in the management of finance and accounts.

Upper Age Limit: Not exceeding 45 years.

Job Profile: Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India, Preparation of final accounts of the Institute and ensuring completion of Audit of the same by C & AG, Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors. Managing short

term and long term investments of the Institute, Preparation of half-yearly accounts of the Institute, ensuring timely conduct of internal audit and responding to audit queries.

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

Pay scale: Consolidated pay scale

4. Administrative Officer (Programme)- One Post (NC-OBC)

Qualification and Experience: Post Graduate Degree in Management with minimum 55% marks or equivalent grade point average. Minimum 8 yrs. of relevant experience in general administration/General academic out of which minimum 2 years' experience dealing with academic administration, admission, executive education, MDP activities in any Institutes of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 reputed Management Institute as per NIRF 2021 on Regular/Contract/ Outsource basis.

Upper Age Limit: Preferably below 45 years.

Job Profile: To look after all the academic administration/admission activities/executive programmes at the institute. To design, implement and managing academics programs, coordinate with faculty members & students to ensure the timely delivery of academics matters. Any other job as assigned by the higher officials. He/ She shall report to Chairpersons of the respective activities.

Probation: 02 (Two) years (in case of regular appointment)

Pay scale: Rs. 56,100-1,67,800 (PB-3, Pay Level-10)

5. Assistant Administrative Officer (Programme)- Two Post (UR-1, NC-OBC-1)

Qualification and Experience: Post-graduate degree in Management with a minimum 55% marks or equivalent grade point average. Minimum 7 yrs. of relevant experience in general administration/General academic out of which minimum 1 year experience dealing with academic administration, admission, executive education, MDP activities in any Institutes of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 reputed Management Institute as per NIRF 2021 on Regular/Contract/ Outsource basis.

Upper Age Limit: Not exceeding 40 years.

Job Profile: Assistant Administrative Officer should be a dynamic, self-motivated professional to provide academics support for all the activities of the Institute to the Administrative Officer. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Assistant Administrative Officer is required to do day-to-day activities and to coordinate with the academic activities.

Probation: 02 (Two) years (in case of regular appointment)

Pay scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)

6. Assistant Administrative Officer (Research & Consultancy)- One Post (UR)

Qualification and Experience: Post-graduate degree in Management with a minimum 55% marks or equivalent grade point average. Minimum 7 yrs. of relevant experience in handling research/consultancy/accreditation and out of which at least one year experience in handling Research activities in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 reputed Management Institute as per NIRF 2021 on Regular/Contract/ Outsource basis.

The person must have knowledge of excel and advance data management techniques.

Upper Age Limit: Not exceeding 40 years

Job Profile: The person will be required to manage research project/consultancy projects/ranking & accreditation of the institute. The person must have Proficiency in research design, research report writing, and source analysis, A thorough knowledge of research procedures and best practices, Demonstrable research skills such as data analytics, statistics, or survey design, Knowledge of research and experimental techniques for gathering both qualitative and quantitative data, Team-working and communication skills, Impeccable writing and organizational skills.

Probation: 02 (Two) years (in case of regular appointment)

Pay scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)

7. System Administrator- One Post (Contract)

Qualification and Experience: B.E/ B.Tech in Computer Science/Information Technology or MCA from a reputed Institute/University with a minimum 55% marks or equivalent grade point average. Minimum 7 years of experience in maintaining and supporting networks, hardware, software, Internet, e-mail systems, website and related services in any reputed industry/ Institutions.

Upper Age Limit: Not exceeding 40 years.

Job Profile: To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, Audio, Video and Learning Management Systems and related services.

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

Pay Scale: Rs. 47,600- 1,51,100 (PB-2, Pay Level-8)

8. Accountant: One Post (UR)

Qualification and Experience: Post-graduate Degree in Commerce/ MBA (Finance)/CA (Cost Accountant) with a minimum 55% marks or equivalent grade point average. Minimum 5 years relevant experience in accounting, finance, budgeting etc. and out of which at least 2 years' experience in working Accounting, Tally, ERP in any Govt. of

India/ Central PSUs/Institute of national repute such as IIMs/IITs/IISERs/NITs etc. on Regular/Contract/Outsource basis.

The knowledge of General Finance Rules (GFR) are essential.

Upper Age Limit: Not Exceeding 35 Years

Job Profile: Preparation of asset, liability, and capital account entries by compiling and analysing 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.

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (in case of regular appointment)

9. **Store and Purchase Officer- One Post (UR)**

Qualification and Experience: Post-Graduation degree in Management with a minimum 55% marks or equivalent grade point average. Minimum 5 years of relevant experience in dealing with local purchase, GeM purchase, inventory management, inventory record keeping and out of which minimum 2 years relevant experience in the purchase department dealing with vendors of materials, equipment's and local purchase process in **any** Govt. of India/ Central PSUs/ Institute of national repute such as IIMs/IITs/IISERs/NITs etc. on Regular/Contract/Outsource basis.

The person should have knowledge of Purchase process as per General Financial Rules (GFR). Knowledge / experience of GFR and GeM purchase and other purchase function will be essential.

Upper Age Limit: Not exceeding 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 suppliers. Prepare and process requisitions and purchase orders for suppliers and equipment's. Review purchase order claims and for conformance to institute policy. Analyse market and delivery systems in order to assess present and future material availability. The person should have through knowledge of GFR.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

10. **Secretary to Director- One Post (UR)**

Qualification and Experience: Post-graduate degree in Management/Mass Communication or Company secretary with minimum 55% marks or equivalent grade point average. Minimum 5 years of essential experience in handling office work in a reputed organization/educational institution/corporate sector/autonomous bodies and out

of which atleast 2 years' experience in handling secretarial activities in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. on Regular/Contract/Outsource basis.

Strong written and verbal communications are essential.

Upper Age Limit: Not exceeding 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. The work involves replying to the mails, travel arrangements and accommodation when necessary. Organizing and maintaining Director's Office system. Any other related works of Director's Office as assigned from time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office, excel, PPT etc.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

11. Junior Engineer: One Post (UR)

Qualification and Experience: Bachelor's Degree in civil engineering with minimum 55% marks or equivalent grade point average. Minimum 05 years of relevant experience in reputed organization/Govt. department/PSU out of which minimum 2 years' experience in handling civil construction projects of any Govt. of India/ Central PSUs / Institute of national repute such as IIMs/ IITs/ IISERs/ NITs etc. or on Regular/Contract/Outsource basis.

Upper Age Limit: Not Exceeding 35 Years

Job Profile: Junior Engineer 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. Any other related works assignment time to time by the competent authority.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

12. Personal Assistant – Two Posts – (UR-1, NC-OBC-1)

Qualification and Experience: Post-graduation degree in Management with minimum 55% marks or equivalent grade point average. Minimum 05 years of secretarial experience in office work in a reputed organization/Govt. department out of which at least 2 years' relevant experience in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 ranked Management Institute as per NIRF 2021 on Regular/Contract/Outsource basis. The candidate should be proficient in office management software with excellent computer skills in Microsoft Office, excel, PPT etc.

Upper Age Limit: Not Exceeding 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, preparing minutes. The work also involves 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.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

13. Library Assistant- Two Post- (EWS-1, UR-1)

Qualification and Experience: Post graduation in Library Science/Information Science/Documentation Science from a recognized University/Institution with minimum 55% marks or equivalent grade point average. The candidate should have minimum 5 years post qualification experience in the relevant areas and out of which minimum 2 years' experience in dealing with managing library resources, management of library inventory, digital library activities in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 ranked Management Institute as per NIRF 2021 on Regular/Contract/Outsource basis.

The candidate should be proficient in office management software with excellent computer skills in MS Office, excel, PPT etc.

Upper Age Limit: Not Exceeding 35 years.

Job Profile: To assist the Librarian in offering library services to faculty and the students. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provisions meet the needs of all its users. In addition, upkeep of Library records and equipment, liaising with departmental academic staff, to assist in planning and implementing the administrative and budgetary functions of library and information services, external organizations and book suppliers.

Candidates should have Good written and communication skills in English.

Probation: Initial appointment in such case will be for a period of One year on contract. The contract may be extended annually.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1,12,400 (PB-2, Pay Level- 6)

14. Office Assistant (General Admin)- Two Post (NC-OBC-2)

Qualification and Experience: Post-graduation degree in Management with minimum 55% marks or equivalent grade point average. The candidate should have minimum 5

years of relevant experience in office work out of which at least 2 years relevant work experience in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 ranked Management Institute as per NIRF 2021 on Regular/Contract/Outsource basis.

The candidate should be proficient in office management software with excellent computer skills in MS Office, excel, PPT etc.

Upper Age Limit: Not exceeding 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 suppliers and orders as necessary. Any other related works assignment time to time by the competent authority.

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

15. Office Assistant (IT)- Two Post (ST-1,UR-1)

Qualification and Experience: B.E/ B.Tech in Computer Science/Information Technology or MCA with at least 55% marks or its equivalent grade and consistently good academic record with minimum 03 years' experience. The candidate should have hands-on experience in independently configuring the core network (L3 Switches on HA), Enterprise LAN (Data, Voice & Video), security and management components (UTM/Firewall, LLB, NMS etc.) and virtualized Servers with SAN external storage.

Upper Age Limit: Not Exceeding 35 years

Job Profile:

- a) Should have hands on experience in the configuration and troubleshooting of chassis based core L3 Switches and distribution switches. In depth knowledge in switching is essential (Eg: Virtual switch mode in active-active, VLAN, Stacking, dual mode, port locking etc.) Should be familiar with the protocols like SNMP, RIP, OSPF, BGP, MBGP, VRF, MVRP etc.
- b) Should have hands on experience in the configuration and troubleshooting of UTM/ Firewall (Preferably Fortinet 400 D series or higher/equivalent). Should have knowledge to make all the configurations which includes HA (Active-Active) of core appliances, ISP failover, URL/content filtering, VPN, NAT Policy based forwarding, custom URL categorization, IPS/IDS etc.
- c) Should be able to configure and troubleshoot the link load balancer (preferably Radware) and WLAN controller & APs (preferably ruckus SmartZone 100 or equivalent/higher).
- d) Should be able to manage the NOC using NMS tools. Should maintain backup of all the core components and the restoring/fine-tuning needs to be done as and when required.
- e) Those who are familiar with the configuration of IPPBX (VOIP), DVMS Server, Cache appliance and IPAM Appliance will get preference.

- f) Preference will be given to the candidates who can handle SAN external storage administration and the configuration of Domain controller, Web server, file server, DB etc. in virtualized environment.
- g) Should be familiar with High Availability (active-active mode) configurations on core equipment's installed in DC and DR.
- h) The candidate should be willing to work on shift basis including Saturday/Sunday (6 days a week).
- i) To manage the IT infrastructure

Probation: 02 (Two) years (In case of regular appointment)

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

16. **Office Assistant (HR)- One Post (UR)**

Qualification and Experience: Post-graduation degree (MBA) in HR Management with minimum 55% marks or equivalent grade point average. The candidate should have minimum 5 years of relevant experience in general administration/HR etc. out of which atleast 2 years relevant experience in the HR department dealing with HR related activities in any Govt. of India/ Central PSUs/ Institute of national repute such as IIMs/IITs/IISERs/NITs etc. on Regular/Contract/Outsource basis.

The candidate should be proficient in computer operations (MS Windows & MS Office, Excel, PPT etc.), knowledge of recruitment process and Service book will be essential.

Upper Age Limit: Not exceeding 35 years.

Job Profile : To assist the concerned officials of the HR department and other institutional activities. Responsible for maintaining HR office filing and record keeping systems, confidential files and other related information for department needs. Any other related works assignment time to time by the competent authority.

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

17. **Office Assistant (Programme)- Two Post (UR-1, SC-1)**

Qualification and Experience: Post-graduation degree in Management with minimum 55% marks or equivalent grade point average. The candidate should have minimum 5 years of relevant experience in Programme office related work out of which atleast 2 years' experience in any Institute of national repute such as IIMs/IITs/IISERs/NITs etc. or Top 50 ranked Management Institute as per NIRF 2021 on Regular/Contract/Outsource basis.

The candidate should have Proficient in computer operations (MS Windows & MS Office, Excel, PPT etc.)

Upper Age Limit: Not exceeding 35 years.

Job Profile : To assist the concerned officials of the Programme office and other institutional activities. Responsible for maintaining programme office filing and record

keeping systems, confidential files and other related information for department needs. Coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other related works assignment time to time by the competent authority.

Pay Scale: Rs. 35,400- 1, 12,400 (PB-2, Pay Level- 6)

Probation: 02 (Two) years (In case of regular appointment)

18. Hostel Supervisor- One Post (UR)

Qualification and Experience: The candidate must have passed Intermediate with at least 3 years of experience in handling of hostel management/security management. The person should have good communication skills in English and IT Knowledge desirable. The candidate should have Proficient in computer operations (MS Windows & MS Office).

Upper Age Limit: Not Exceeding 35 years

Job Profile: Monitor the quality of food being provided in the mess. Ensure safety and security of all boarders at all times. To ensure maintenance of discipline in and around the Hostel. To ensure housekeeping and cleaning of the premises. Ensure timely repair and maintenance of the furniture and fittings of the hostel block. Required to stay inside the Hostel campus. Any other hostel related jobs as assigned by the higher officials.

Pay Scale: Rs. 25,500- 81,100(PB-1, Pay Level-4)

Probation: 02 (Two) years (in case of regular appointment)

19. Electrician- One Post (Contract)

Qualification and Experience: The candidate must have passed Intermediate with 02 years Full time ITI (Electrician) from any Govt. recognized Institute. The candidate must have minimum 3 years of relevant post-qualification experience in government or academic/research/commercial organizations of national/international repute.

Desirable: He must be able to communicate in Hindi and local language.

Upper Age Limit: Not Exceeding 30 Years

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

Pay Scale: Rs. 19,900- 63,200 (PB-1, Pay Level-2)

20. Jr. Office Assistant- Four post (Contract)

Qualification and Experience: Post graduation degree in Management with 55% marks from any recognized university/Institution. The candidate must have minimum 02 years of relevant experience in central/state government departments or any other government bodies/institutes/PSUs/Universities or reputed corporates from the private sector.

The candidate should be proficient in office management software with excellent computer skills in MS Office, excel, PPT etc.

Upper Age Limit: Not Exceeding 30 Years

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

Pay scale: Consolidated pay scale

Job Profile: To assist the concerned officials of the general administration, purchase, personnel, placement and other Institutional activities. The candidate should be excellent in typing and drafting skills. Candidates are expected to be fluent in communication skills both written and spoken.

21. Driver- One Post (Contract)

Qualification and Experience: The person must have Valid driving license for Light Motor Vehicle/Heavy Motor Vehicle, Knowledge of Motor Mechanism (should be able to remove minor defects in vehicle). The person must have at least 3 years of driving experience of light & heavy motor vehicle.

Desirable: He must be able to communicate in Hindi and local language.

Upper Age Limit: Not Exceeding 35 Years

Pay Scale: Rs. 19,900- 63,200 (PB-1, Pay Level-2)

Tenure: The post is initially on contract for 2 years and the contract may be extended based on performance and requirement of the Institute.

22. Attendant-Peon- One Post (UR)

Qualification and Experience: Minimum Educational qualification should be 10th pass from any recognized board. The person must have minimum 2 years of relevant work experience in the post of office attendant in any reputed educational Institute.

Desirable: Basic knowledge of computer/Proficiency in MS-word/Excel.

Upper Age Limit: Not Exceeding 35 Years

Pay Scale: Rs. 18,000-56,900 (PB-I, Pay Level-1)

Probation: 02 (Two) years (in case of regular appointment)

MODE OF SELECTION CRITERIA:

1. Level- 10 & above positions

The selection will be based on Interview. In case of a large number of applications Institute may shortlist the candidates for Interview through a written test or adopt any such criteria as deemed fit.

2. Level- 8 Positions

The selection criteria will be based on the following parameters:

- a) Written Test (MCQs type carrying one marks each).
- b) Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post is as below:

Sl. No	Subject	Total Questions	Total Marks	Duration of the Test
1.	General Knowledge & Current affairs	15	15	02 Hrs.
2.	General English	30	30	
3.	Quantitative ability & Reasoning	15	15	
4.	Profession related question	40	40	
Total Marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will consist of the following :

- a) Computer Proficiency in MS Word, Excel, Power point, Internet etc.
- b) Noting & drafting Skills
- c) Making proposals , email drafting

Final Selection Criteria- Candidates who qualify in the skill test and secure 60 marks and above in the written test shall be shortlisted in the order of Merit for consideration of appointment.

3. Level-6 Positions

Written Test (MCQs type carrying one marks each).

Qualifying marks, to be called for Skill Test : 60 and above marks.

The brief details of the pattern and syllabus for written Test for the post is as below:

Sl. No	Subject	Total Questions	Total Marks	Duration of the Test
1.	General Knowledge & Current affairs	15	15	02 Hrs.
2.	General English	25	25	
3.	Quantitative ability & Reasoning	10	10	
4.	Computer Proficiency in MS Word , Excel, Power point etc.	30	30	
5.	Profession related questions	20	20	
Total Marks		100	100	

Skill Test

Those candidates who score 60 and above marks in the written test only shall be allowed to undergo the skill test. The skill test shall be of qualifying nature and will consist of the following :

- a) Computer Proficiency in MS Word, Excel, Power point, Internet etc.
- b) Email drafting, Noting & drafting Skills
- c) Dictation: 10 mts. @ 80 w.p.m in (English and Hindi).
- d) English Typing @ 40w.p.m (Time Allowed – 10 mts)

Final selection criteria: Candidates who qualify in the skill test and secure 60 and above marks in the written test shall be shortlisted in the order of Merit for consideration of appointment.

4. Level-4, 2 & 1 Positions

Skill Test : The Candidates who qualify and secure 60 marks in the skill test shall be shortlisted in the order of Merit for consideration of appointment.

GENERAL INFORMATION AND CONDITIONS:

1. The appointment is in IIM Sambalpur, which is an Institute of national importance under Ministry of Human Resource Development.
2. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts.
3. Minimum Essential Qualifications: All applicants must fulfil the minimum essential requirements of the post and the other conditions stipulated in the advertisement as on date of the advertisement. The candidates are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.

Note: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test/ Interview.

4. All the posts advertised are as per the Central Government pay scales and carry in addition to the Matrix as per the 7th CPC as mentioned against each post, the posts, carry usual allowances at par with those admissible to Central Government employees of the respective pay level posted in Sambalpur
5. Candidates belonging to SC,ST,NC-OBC categories need to produce valid Caste/Tribe/Category certificate(s) in support of their reservation category with the application form. The age relaxation will be given to SC,ST,NC-OBC candidates as per existing Central govt. Rules.

6. Eligibility of candidate with regard to age, qualification & experience shall be calculated /considered with reference to the closing date given in the advertisement for the positions published in the newspaper/Institute website.
7. Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per eligibility prescribed in Government of India (GoI) orders and possess the valid certificates in the format prescribed by GoI in support of their claim.
8. For availing the benefit of reservation under NC-OBC Category, the applicant must enclose with the application form, OBC (Non-Creamy Layer) certificate issued by the Competent Authority not earlier than six months prior to the closing date given in the advertisement for the positions published in the newspaper/Institute website.
9. The candidates belonging to Economically Weaker Sections (EWS) need to produce a valid Income and Asset Certificate issued by a Competent Authority ascertaining the eligibility of the candidate to apply under EWS category.
10. Any subsequent amendments/modifications etc., on this matter will be notified in the Institute website (www.iimsambalpur.ac.in) only which may be referred to by the interested candidates' regularly. Any addendum/Corrigendum/ notices in respect of this advertisement shall be published only on the Institute website. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.
11. The Institute reserves the right to:
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
 - b. The Institute reserves the right to fill or not to fill all the advertised positions/any position/ cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
 - c. Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - d. To fix criteria for screening the applications so as to reduce the number of candidates to be called for written tests/skill test/ interview;
12. The selected candidate will be kept on probation of two years. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.
13. No interim correspondence or personal enquiries shall be entertained by the Institute. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

14. The applicants are required to pay a non-refundable application processing fee of **Rs.500/-** (Rupees Five Hundred Only) through the online payment gateway (NEFT/RTGS) from any National/Scheduled Bank in favour of “Indian Institute of Management Sambalpur, Payable at Sambalpur”. SC/ST candidates are exempt from the application fee. The following details must also be filled up on back side of the Demand Draft (i) Candidate Name (ii) Candidates Category (iii) Advertisement No. (iv) Post applied for.
15. Applicants working in Govt. /Semi Govt./Public Sector undertaking will be required to submit “No Objection Certificate” from their employer at the time of test/interview, as applicable. 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.
16. Degree/Diploma as referred above should have been awarded from recognized Institute/University.
17. If applying for more than one position, separate application will be required to be filled in and sent by the candidates.
18. Institute reserves the right to devise its shortlisting criteria for the positions 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.
19. The application form without the self-attested copies of all relevant certificates (both experience and education) will be rejected.
20. 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.
21. Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.
22. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.
23. The applications should be sent by Registered/Speed Post only. Hand delivery of applications will not be accepted.
24. The Institute shall not be responsible for any postal delay.

25. Candidates are required to bring interview call letters at the time of interview along with the copies of the relevant certificates in original for verification.
26. Incomplete applications will be rejected summarily.
27. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
28. Good knowledge of computer applications (MS Word, Excel, Tally, ERP, etc.) is an essential requirement.
29. All the above positions require full 24x7 commitments to the institute. Therefore, candidates willing to dedicate themselves fully to the institute are expected to apply.
30. Appointment orders issued by the Institute shall be provisional. The Institute may verify the antecedents or documents submitted by a candidate. 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 cancelled and services may be terminated without any notice.
31. Candidates fulfilling the eligibility criteria may send their completed application on the prescribed ***Application Form*** along with the self-attested copies of testimonials and latest passport size photograph to “**Officer In-charge (HR), Indian Institute of Management Sambalpur, Jyoti Vihar, Burla, Sambalpur (Odisha) – 768019** through Registered/Speed Post only in a sealed envelope super scribed “**Application for the post of (Name of the post applied) in IIM Sambalpur**” on or before the last date, which is **17.01.2023**. In addition to the same the PDF version of scan copy of your application form to be send to recruitment@iimsambalpur.ac.in mail id by **17.01.2023** up to **4.00 pm**. Hand delivery of applications will not be accepted.