



**भारतीय प्रबंध संस्थान संबलपुर**  
**Indian Institute of Management Sambalpur**

Basantpur, Goshala-768025, Sambalpur (Odisha), India

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

**Recruitment of CAO, FA & CAO, Sr. A.O (Academic Programme), AO (Programme), SAC Officer, Secretary to Director, System Administrator, Store & Purchase Officer, Accountant, Personal Assistant, Office Assistant, Hostel Supervisor, Estate Supervisor, Plumber, Attendant**

Recruitment Advertisement No: ADVT/IIMSBP/2024/Sep/14

**Last date for receiving the application: 24.09.2024**

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.	Chief Administrative Officer	12	Rs. 78,800- 2,09,200 Entry Pay- Rs. 78,800/-	1	UR
2.	Finance Advisor and Chief Accounts Officer (FA & CAO)	12	Rs. 78,800- 2,09,200 Entry Pay- Rs. 78,800/-	1	UR
3.	Sr. Administrative Officer (Program)	11	Rs. 67,700- 2,08,700 Entry Pay- Rs. 67,700	1	UR
4.	Administrative Officer (Program)	10	Rs. 56,100- 1,77,500 Entry Pay- Rs. 56,100/-	1	NC- OBC
5.	SAC Officer	8	Rs.47,600-1,51,100 Entry Pay- Rs. 47,600	1	UR
6.	Secretary to Director	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.	Store and Purchase Officer	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
9.	Accountant	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	1	UR
10.	Personal Assistant	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	UR-1 ST-1
11.	Office Assistant (Program)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	SC-1 UR-1

12.	Office Assistant (IT)	6	Rs. 35,400- 1,12,400 Entry Pay- Rs. 35,400	2	UR-1 NC- OBC-1
13.	Hostel Supervisor (Male)	4	Rs. 25,500- 81,100 Entry Pay Rs. 25,500	1	UR
14.	Hostel Supervisor (Female) (Contract)	Consolidated Pay		2	
15.	Estate Supervisor	4	Rs. 25,500- 81,100 Entry Pay Rs. 25,500	1	UR
16.	Plumber (Contract)	2	Rs.19,900 -63,200 Entry Pay- Rs. 19,900	1	UR
17.	Attendant- Female (Contract)	1	Rs.18,000 -56,900 Entry Pay- Rs. 18,000	2	UR

### 1. Chief Administrative Officer – One Post- UR (Regular)

**Qualification & Experience:** Post Graduate Degree in any discipline with good academic records from a recognized University/Institute.

Minimum 15 years of administrative experience in Government or Public sector undertaking (PSU) or autonomous establishment or higher education academic institute out of which four years of admin experience in the pay level 10 (7<sup>th</sup> CPC) or equivalent or five years of admin experience in the pay level 11 as per the 7<sup>th</sup> CPC or equivalent. Experience in national institute of repute such as IIMs or IITs or IISERs shall be preferred.

**Upper Age Limit:** 55 years

**Job Profile:** The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The CAO is required to lead a team of officers in the Institute and guide them in their day to day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores & purchase, contract services. He must have a thorough knowledge of GFR, FR & SR and relevant Central Govt. rules & procedures. He is also required to act as Nodal Officer of MHRD in matters of Grievances, SC/ST/NC-OBC/Parliament Questions, etc. He will maintain liaison between Institute and outside authorities. He will also coordinate activities with faculty members and render necessary administrative support in discharge of their duties.

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

**Pay Scale:** Rs.78,800- Rs. 2,09,200 (PB-3, Pay level-12)

### 2. Finance Advisor and Chief Accounts Officer (FA & CAO)- One Post- UR (Regular)

**Qualification and Experience:** Chartered Accountant or Cost Accountant or M.Com (Master of Commerce) with Master of Business Administration (Finance) with a minimum of fifty- five percent marks or equivalent grade point average.

Minimum 15 years of relevant experience in Industry or Government Institute or Central PSU. Out of which 03 years of relevant experience in the Pay Level 10 (7<sup>th</sup> CPC) corresponding to Pay Band 3 with Grade Pay of Rs.5,400 in any industry or Central PSU

or Central Government funded institute etc. dealing with Government financial accounting, taxation & audit functions and procedures.

**Upper Age Limit:** 55 years

**Job Profile:** Act as the drawing and disbursing officer of the Institute, Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute, Regulation of the individual claims as per Central Government rules and orders, Payment of contractors bills as per G.F.R. and Central Government orders, 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 and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament, Maintenance of P.F. accounts of the employees, investment of P.F. balances as per Central Government rules, Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules, Act as Head of the Accounts department, To advise other Heads of Departments, CAO, Dean and Director regarding financial matters, interpretation of various rules and regulations, 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.

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

**Pay Scale:** Rs.78,800- Rs. 2,09,200 (PB-3, Pay level-12)

**3. Sr. Administrative Officer (Academic Programme) – One Post- UR (Regular)**

**Qualification & Experience:** Post Graduate degree in any discipline from a reputed Institute/University with a minimum of 55 percent marks or equivalent grade point average. Post qualification experience of at least 10 years in general administration/General academic out of which 3 years of relevant experience in the Pay Level 10 (7<sup>th</sup> CPC) corresponding to PB 3 with Grade Pay of Rs.5400 in Central/ State Government Organizations/ PSUs/ Universities/ Autonomous bodies/ Centrally Funded Institutions/ Deemed University /-or equivalent in any IIMs/IIT/ISER etc.

Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge/experience of working with learning Management System (LMS) will be an added advantage.

**Upper Age Limit:** 50 years

**Job Profile:** To look after all the administrative / academic / admission activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials.

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

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

**4. Administrative Officer (Program)- One Post (NC-OBC) (Regular)**

**Qualification and Experience:** Post Graduate Degree in any discipline 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 2024 on Regular/Contract/ Outsource basis.

**Upper Age Limit:** 45 years

**Job Profile:** To look after all the academic administration/admission activities/executive programs 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. SAC Officer- One Post (UR) (Regular)**

**Qualification and Experience:** Post Graduate Degree in any discipline with a minimum 55% marks or equivalent grade point average. Minimum 7 yrs. of relevant experience in any reputed Higher Educational Institute out of which minimum 2 yrs. experience in handling Student related activities in any Institutes of national repute such as IIMs/IITs/ISERs/NITs etc. or Top 50 reputed Management Institute as per NIRF 2024 on Regular/Contract/ Outsource basis.

**Upper Age Limit:** 45 years

**Job Profile:** SAC Officer should be a dynamic, self-motivated professional to provide support for all student related 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 SAC Officer is required to do day-to-day Institutional activities and to coordinate with the student activities.

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

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

**6. Secretary to Director- One Post (UR) (Regular)**

**Qualification and Experience:** Post Graduate Degree in Management/ Mass Communication or Company secretary with minimum 55% marks or equivalent grade point average. Minimum 7 years of essential experience in handling office work in a reputed organization/educational institution/corporate sector/autonomous body 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. or Top 50 reputed Management

Institute as per NIRF 2024 on Regular/Contract/Outsource basis. Strong written and verbal communications are essential.

**Upper Age Limit:** 40 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 relevant works assigned by the Director's Office from time to time. The candidate should be proficient in office management software with excellent computer skills in MS Office, excel, PPT etc.

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

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

#### 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:** 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. **Store and Purchase Officer- One Post (UR) (Regular)**

**Qualification and Experience:** Post Graduate Degree in any discipline 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 Institute of national repute such as IIMs/IITs/IISERs/NITs etc./Central PSUs/Central govt. Organisation 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:** 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.

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

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

#### 9. **Accountant: One Post (UR) (Regular)**

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

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

**Upper Age Limit:** 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 works may be assigned by the competent authorities of the institute 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)

#### 10. **Personal Assistant – Two Posts - UR-1, ST-1 (Regular)**

**Qualification and Experience** Post Graduate Degree in any discipline 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 reputed Management Institute as per NIRF 2024 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:** 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 related works may be assigned by the competent authorities of the institute from time to time.

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

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

#### **11. Office Assistant (Programme)- Two Post - SC-1, UR-1 (Regular)**

**Qualification and Experience:** Post Graduate Degree in any discipline 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 reputed Management Institute as per NIRF 2024 on Regular/Contract/Outsource basis.

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

**Upper Age Limit:** 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 relevant works may be assigned by the competent authorities of the institute from time to time.

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

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

#### **12. Office Assistant (IT)- Two Post -UR-1, NC-OBC-1 (Regular)**

**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:** 35 years

**Job Profile:**

- a) Should have hands on experience in the configuration and troubleshooting of chases is 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 and WLAN controller & Aps.
- 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.

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

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

### **13. Hostel Supervisor- One Post – Male, UR (Regular)**

**Qualification and Experience:** The candidate must have passed Intermediate from a recognised Institute/University. Minimum 5 years of experience in any reputed Higher educational Institute and out of which at least 2 yrs. Relevant work experience in any IIMs/IITs/IISERs/University etc. on Regular/Contract/Outsource basis.

**Upper Age Limit:** 40 years

**Job Profile:** To assist the concerned officials of the general administration & hostel administration and other institutional activities. Responsible for any hostel related issues & arrangements any other related works may be assigned by the competent authorities of the institute from time to time.

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

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

### **14. Hostel Supervisor- Two Posts- Female (Contract)**

**Qualification and Experience:** The candidate must have passed Intermediate from a recognised Institute/University. Minimum 5 years of experience in any reputed Higher Educational Institute and out of which at least 2 yrs. Relevant work experience in any IIMs/IITs/IISERs/University etc. on Regular/Contract/Outsource basis.

**Upper Age Limit:** 40 years

**Job Profile:** To assist the concerned officials of the general administration & hostel administration and other institutional activities. Responsible for any hostel related issues & arrangements any other hostel related works assigned time to time by the competent authority.



**Pay Scale:** Consolidated Pay

*The post is initially on contract for two years and extendable depending on the performance and requirement of the Institute.*

**15. Estate Supervisor- One Post – Male- UR (Regular)**

**Qualification and Experience:** The candidate must have passed Intermediate from a recognised Institute/University. Minimum 5 years of experience in Estate Management in any reputed Higher Educational Institute and out of which at least 2 yrs. Relevant work experience in any IIMs/IITs/IISERs/University etc. on Regular/Contract/Outsource basis.

**Upper Age Limit:** 45 years

**Job Profile:** To assist the concerned officials of the general administration & Estate management and other institutional activities. Responsible for any estate related issues and any other estate related works assignment time to time by the competent authority.

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

*The post is initially on contract for two years and extendable depending on the performance and requirement of the Institute.*

**16. Plumber- One Post (UR- Contract)**

**Qualification and Experience:** Minimum Educational qualification should be 10<sup>th</sup> pass from any recognized board with 2 yrs. ITI course in the Plumbing trade. The candidate must have minimum 5 years of relevant work experience in handling plumbing activities of building in any reputed Higher Educational Institute and out of which at least 2 yrs. of relevant work experience any IIMs/IITs/IISERs/University/Industry etc. on Regular/Contract /Outsource basis.

**Upper Age Limit:** 35 Years

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

*The post is initially on contract for two years and extendable depending on the performance and requirement of the Institute.*

**17. Attendant- Two Posts- Female, UR (Contract)**

**Qualification and Experience:** Minimum Educational qualification should be 10<sup>th</sup> pass from any recognized board. The person must have minimum 3 years of relevant work experience in the post of attendant in any reputed Higher Educational Institute on Regular/Contract/Outsource basis.

**Upper Age Limit:** 35 Years

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

*The post is initially on contract for two years and extendable depending on the performance and requirement of the Institute.*

## **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**

Written Test- 100 Marks

Qualifying marks, to be called for Interview: 40 and above marks.

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

Sl. No	Subject	Total Marks
1	General Knowledge & Current affairs	70 Marks
2	General English	
3	Quantitative ability & Reasoning	
4	Computer Proficiency in MS Word, Excel, Power point etc.	
5	Profession related questions	

### **Interview**

Those candidates who score 40 and above marks in the written test only shall be allowed to undergo for Interview.

**Final selection criteria:** Candidates who secure highest marks in the written test and Interview combined together shall be shortlisted in the order of Merit for consideration of appointment.

### **3. Level- 6 Positions**

Written Test- 100 Marks

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

Sl. No	Subject	Total Marks
1	General English	100 Marks
2	Quantitative ability & Reasoning	
3	Email drafting	
4	Noting & drafting Skills	
5	Profession related questions	

**Final Selection Criteria:** Those candidates who secure 60 and above marks will qualify the written test and who secure highest marks in the written test shall be shortlisted in order of Merit for consideration of appointment.

### **4. Level- 4, 2 & 1 Position**

**Skill Test - 100 marks:** The Candidates who qualify and secure 60 and above 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 the Ministry of Education.
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 advise 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 7<sup>th</sup> 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. Age relaxation will be given to SC/ST/NC-OBC candidates as per existing Central govt. Rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview/test, if called for.
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, NC-OBC (Non-Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the closing date given in the advertisement for the positions published in the newspaper/Institute website.
9. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
10. Any subsequent amendments/modifications etc., on this matter will be notified in the Institute website ([www.iimsambalpur.ac.in](http://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) In case the inadvertent mistake in the process of selection which may be deleted 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.
  - d) Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
  - e) To fix criteria for screening the applications so as to reduce the number of candidates to be called for Skill test/written tests/Interview.
12. The selected candidate will be kept on probation of two years in case of Regular appointment. 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.1000/-** (Rupees One Thousand 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/NC-OBC candidates are exempt from the application fee. Bank Details are mentioned below:
- Name: IIM Sambalpur  
Bank Name: State Bank of India  
Account Number: 36134431122  
Bank Address: Sambalpur Burla Main Branch-768019  
IFSC Code: SBIN0002034
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 along with separate application fee to be filled in and send by the candidates. A candidate can apply not more than two posts.
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. *No TA/DA will be paid for attending test/interview.*
22. *Applications not in prescribed format and/or not accompanied by required information/documents are liable to be summarily rejected.*
23. *Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.*
24. Incomplete applications will be rejected summarily.
25. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
26. Good knowledge of computer applications (MS Word, Excel, Tally, ERP, etc.) is an essential requirement.
27. 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.
28. *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 period.*
29. Candidates fulfilling the eligibility criteria may submit their complete application on the prescribed **Application Form** along with the self-attested copies of testimonials and latest passport size photograph in PDF version of scan copy and the same to be email only to [recruitment@iimsambalpur.ac.in](mailto:recruitment@iimsambalpur.ac.in) by **24.09.2024** up to **5.00 pm**. If any query please call on 7064410817 (HR Incharge).

