



भारतीय प्रबंध संस्थान संबलपुर
(दिल्ली केंद्र)

INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR
(DELHI CENTER)

4, Vasant Kunj Institutional Area, ISID Campus, Vasant Kunj II, Vasant Kunj, New Delhi, Pin - 110070

ADVERTISEMENT DETAILS

ADVT No. ADVT/IIMSBP/2026/July/16

Date: 22/07/2026

Advertisement For Recruitment of Non-Teaching Staff Positions on Contractual Basis at IIM Sambalpur For (DELHI CENTER)

The Indian Institute of Management Sambalpur invites online applications from eligible and interested candidates for various positions at its **Delhi Center**, purely on a contractual basis. The online submission of applications will be open from **22.07.2026** to **11.08.2026**. The details are as follows:

Sl. No.	Name of the Position	No. of Post	Pay Scale
1	Placement officer	1	Consolidated Pay
2	Administrative Officer (Academic)	1	Consolidated Pay
3	Asst. Administrative Officer (Academic)	1	Consolidated Pay
4	Office Assistant (Academic)	1	Consolidated Pay
5	Office Assistant (Accounts)	1	Consolidated Pay
6	IT Executive	1	Consolidated Pay
7	Office Attendant	1	Consolidated Pay

ELIGIBILITY CRITERIA FOR THE ADVERTISED POSITIONS

1. PLACEMENT OFFICER

Qualifications & 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 skills. 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 Institute/ Commercial organization of national/ international Repute/IIMs/ IITs/ Top ranked Management Institute or experience in handling HR in Top Corporates.

Upper Age Limit: Preferably 50 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 relationships.
- 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 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 CCRO/ Delhi Center Head.

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

Pay Scale: Consolidate Pay

2. ADMINISTRATIVE OFFICER (ACADEMIC):

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 reputed Management Institute.

Upper Age Limit: Preferably 50 years

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

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

Pay Scale: Consolidate Pay

3. **ASST. ADMINISTRATIVE OFFICER (ACADEMIC):**

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/ISERs/NITs etc. or Top reputed Management Institute.

Upper Age Limit: Preferably 45 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.

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

Pay Scale: Consolidate Pay

4. **OFFICE ASSISTANT (ACADEMIC):**

Qualification and Experience: Post-graduation degree in Management with minimum 55% marks or equivalent grade point average. The candidate should have minimum 2 years of relevant work experience in Program office related work.

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

Upper Age Limit: Preferably 35 years

Job Profile: To assist the concerned officials of the Program office and other institutional activities. Responsible for maintaining program 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 from time to time by the competent authority.

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

Pay Scale: Consolidate Pay

5. OFFICE ASSISTANT (ACCOUNTS):

Qualification and Experience: Post-graduate Degree in Commerce/ MBA (Finance)/CA (Cost Accountant) with a minimum 55% marks or equivalent grade point average. Minimum 2 years' relevant experience in accounting, finance, budgeting etc.

Knowledge of General Finance Rules (GFR) is essential.

Upper Age Limit: Preferably 35 Years

Job Profile: Preparation of assets, liability, and capital account entries by compiling and analyzing 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.

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

Pay Scale: Consolidate Pay

6. IT EXECUTIVE:

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 02 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: Preferably 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. Those who are familiar with the configuration of IPPBX (VOIP), DVMS Server, Cache appliance and IPAM Appliance will get preference.

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

Pay Scale: Consolidate Pay

7. **OFFICE ATTENDANT:**

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. Candidate must have basic knowledge of computer/Proficiency in MS-word/Excel.

Upper Age Limit: Preferably 35 years

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

Pay Scale: Consolidate Pay

MODE OF SELECTION CRITERIA:

The selection process will be based on an interview. However, in case of receiving a large number of applications, the Institute reserve the right to shortlist candidates for the Interview through a written test or by adopting any other criteria deemed appropriate.

General Terms and Conditions:

1. 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.
2. Interested and eligible candidates are required to submit their application in the prescribed format, along with scanned copies of their educational and experience certificates, via email to



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recruitment@iimsambalpur.ac.in. Applications submitted through any other mode will not be considered.

3. The schedule and mode of the test/interview will be communicated exclusively via email to the shortlisted candidates. The interview may be conducted either in person at a venue decided by the Institute or through an online mode, at the discretion of the Institute.
4. Applications that are not submitted in the **prescribed format** and/or are incomplete or not accompanied by the required documents/information will be summarily rejected.
5. The appointment orders issued by the Institute shall be provisional, subject to verification of the candidate's antecedents and documents. If, at any stage, it is found that the information or documents provided are false, tampered, or misleading, or if the candidate has suppressed any material information or has doubtful antecedents/background, his/her candidature shall be cancelled, and services may be terminated without any notice.
6. Only shortlisted candidates will be contacted. Candidates are advised to clearly mention a valid email ID and contact number in their application form to ensure effective communication.
7. The last date for submission of applications is **11 August 2026**.



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Application Form

[Name and Address should be block letter]

Please do not leave any portion unfilled; if not applicable, indicate the same

Advertisement No. & Date : ADVT/IIMSBP/2026/JULY/16

1. Post Applied for : _____

2. Name : _____

3. Father's/Husband's Name : _____

4. Date of Birth (DD/MM/YYYY) : _____

Age as on 22.07.2026 : Years _____ Months _____ Day _____

5. Male/Female : _____

6. Marital Status : _____

7. Nationality : _____

8. Whether SC/ST/NC-OBC/EWS/General: _____
(attach attested copy of certificate)

9. Educational Qualification:

(Starting from Class – X onwards). Please fill up in Block Letters

Recent Photo
(Self-Attested)

Qualification (Examination)	Board/University/Institute	Date of Commencement	Date of Passing	% of Marks	Specialization/Subjects

10. Work Experience (Post Qualification): *Starting from the present organization. Please fill in block letters.*

Name of the Organization	Position Held	Nature of duties/work	From (Date)	To (Date)	Total Experience in Years & months	Pay Level	Gross Salary
Total no. of years of experience							

11. Additional Qualifications: _____

12. Address: *(please fill in block letters)*

Details	Permanent Address	Communication Address
House Name & No.		
Street/Locality		
Town/City		
District and State		
Residence Phone Number		
Mobile Number		
Email Id		

13. Any other information, please specify:

14. Details of enclosures attached along with the application and experience certificate:

15. Declaration:

It is hereby declared that all the information furnished above is true and correct to the best of knowledge and belief. I understand that if any information provided is found to be false or misleading, it will be treated as misconduct, and in the event of selection and employment, my services are liable to be terminated summarily without any notice."

Place:_____

Name: _____

Date:_____

Signature:_____