



## Indian Institute of Management Kashipur

Advt. No.: IIMKPV/Non-Teaching/2019/2

Date: 22.11.2019

### Non-Teaching Recruitment

<b>01</b>	<b>Librarian</b>	
	<b>No. of Vacancy</b>	<b>01 (One) UR</b>
	<b>Pay Level</b>	<b>Level-12 (₹ 78,800-2,09,200)</b>
	<b>Qualification:</b> Full time Master Degree with 60% or equivalent grade in Library Science/Information Science with a consistently good academic record.	
	<b>Experience:</b> Relevant experience, holding an analogous post or equivalent in the same Grade Pay (Rs.7600), or (ii) having at least 5 years' relevant experience in Pay Level-11 (7 <sup>th</sup> CPC) correspond in to PB-3 with Grade Pay of Rs.6600 (6 <sup>th</sup> CPC) or (iii) having at least 8 years' relevant experience in Pay Level-10 (7 <sup>th</sup> CPC) corresponding to PB-3 with Grade Pay of Rs.5400 (6 <sup>th</sup> CPC) in Central/ State Government Organizations/ PSUs/ Universities/ Autonomous bodies/ Centrally Funded Institutions/ Deemed University.	
	<b>Desirable:</b> Ph.D in library science/Information science.	
	<b>Note:</b> All outstation candidates called for selection process will be paid shortest AC-II Class Railway Fare or Economy class Air fare from the place of duty / residence to Kashipur on production of proof of travel.	
	<b>Age limit:</b> 50 years (as on the last date of submission of online application) Age Relaxation for OBC, SC, ST, Ex-Servicemen and Differently abled: As per Govt. of India Rules.	
	<b>Application Fee:</b> ₹ 500.00	
<b>02</b>	<b>Assistant Administrative Officer (AAO)</b>	
	<b>No. of vacancies</b>	<b>01 (One) UR</b>
	<b>Pay Level</b>	<b>Level-08 (₹ 47,600-1,51,100)</b>
	<b>Qualification:</b> Post Graduation in any discipline.	
	<b>Experience:</b> Total Ten (10) years' relevant administrative experience having a minimum experience of three (03) years in Pay Level-06 (₹35,400-1,12,400) or equivalent.	
	<b>Note:</b> Relevant experience means "Experience in Administrative matters", preferably in Central Govt. Service or State Govt. Service/ in an academic Institution of National or State importance/ Service in PSUs/ Reputed private institutes/ firms.	
	<b>Desirable:</b> Experience in Academics matters.	
	<b>Age limit:</b> 40 years (as on the last date of submission of online application) Age Relaxation for OBC, SC/ST and Ex-Servicemen/Differently abled: As per Govt. of India Rules	
	<b>Application Fee:</b> ₹200.00	

## General Instructions

1. The hard copy of the completely filled-in online application form (after online submission) along with self-attested photocopies of certificates (including experience certificate), mark-sheets should be sealed in an envelope superscripted as “**Application for the Post of.....**”
2. The application along with all documents in a sealed envelope should reach the following address given below either by speed post or by hand in the Institute dispatch office on or before **06.01.2020 (06:00 PM)**. Please note that the online application link will be active till **27.12.2019 (11:59 PM)**. Applications received after the last date will not be entertained.

The Chief Administrative Officer  
Indian Institute of Management Kashipur  
Kundeshwari, Kashipur  
Udham Singh Nagar – 244713  
Uttarakhand.

**Last date for online application: 27.12.2019 (11:59 PM)**

**Last date for receiving hard copy: 06.01.2020 (06:00 PM)**

3. Reservation norms for ST/SC/OBC/PWD/Ex-Serviceman as per Government of India rules will be applicable.
4. Age relaxation for SC/ST/OBC/Persons with Disabilities (PWD) and women candidates will be applicable as per Government of India norms.
5. SC, ST, Person with Disabilities, Ex-Serviceman and women candidates are not required to submit application fees.
6. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
7. The Institute reserves the right to relax experience / age / qualification in exceptional cases or in the case of persons already holding analogous positions in Autonomous bodies / University / Research Institution.
8. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
9. The Institute reserves the right to empanel candidate(s) for future vacancies.
10. Degree as referred above should have been awarded by a recognized University / Institute.
11. Mere eligibility will not vest any right on any candidate for being called for further selection process. The decision of the Institute in all matters will be final. No correspondence will be entertained in connection to the process of selection. Canvassing in any manner would entail disqualification of the candidature.
12. Selection for the position of AAO will only be done on the basis of written test and qualifying skill test.
13. Persons employed in government / Semi Government Organizations / Autonomous bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel should submit “No Objection Certificate (NOC) along with “**vigilance certificate**” from present employer during the document verification. However, they should submit an undertaking to that effect.

14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience etc.
16. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The decision of the Institute in this regard will be final.
17. Any dispute with regard to the selection / recruitment process will be subject to courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
18. The Institute shall not be responsible for any postal delay.
19. If any problem persists during online submission of application, please contact through the following E-mail: [response@iimkashipur.ac.in](mailto:response@iimkashipur.ac.in)

Sd/-  
CAO