

# INDIAN INSTITUTE OF MANAGEMENT, JAMMU

## Government College of Engineering and Technology, old University Campus, Canal Road, Jammu, J&K –180016

### JOB OPENINGS

Applications are invited from interested & eligible candidates for the following positions on contract basis for a period of 3 years for Indian Institute of Management Jammu (IIMJ). The details are as follows:-

S. N.	Post & No. of posts		Honorarium & other benefits ( in Rs.)	Qualification & Experience
1.	Admin-cum-Accounts Officer	01	<b>Rs 50,000/- p.m.</b> ( all inclusive) &  Medical reimbursement equivalent to one month consolidated honorarium per annum.	MBA/M.Com or equivalent in any discipline with minimum 60% marks. The applicants should have administrative background and minimum 7 years experience in the field of general administration, Personnel & Establishment and accounts related matters. Candidates having experience in educational institutions will be preferred. Individual should have essentially the knowledge of computer operations.
	Age Below : 40 yrs.			
2.	Systems Analyst	01	<b>Rs 40,000/- p.m</b> ( all inclusive) &  Medical reimbursement equivalent to one month consolidated honorarium per annum.	Post Graduate degree in the field of Computer Science or Computer Applications or Information Technology with minimum 60% marks. Candidate should have a minimum experience of 5 years in the relevant field. Candidate with experience of maintaining systems and IT networks administration in academic institution will be preferred.
	Age Below : 35 yrs.			
3.	Library Assistant	01	<b>Rs 35,000/- p.m</b> ( all inclusive) & Medical reimbursement equivalent to one month consolidated honorarium per annum.	Post Graduate degree in the field of Library Science with minimum 60% of marks. Candidate should have a minimum experience of 4 years in the relevant field preferably in an academic intuition.
	Age Below : 35 yrs.			
4.	Assistant	03	<b>Rs 30,000/- p.m</b> + Medical reimbursement equivalent to one month consolidated honorarium per annum.	Bachelor's degree in any discipline with minimum 60% of marks along with 3 years experience preferably in an institution of higher learning. The candidate should have knowledge and hands-on experience of day-today office work and should be proficient in MS-Office and related applications. Candidate having Masters
	Age Below : 35 yrs.			

				degree would be preferred. One positions each for PGP & Placement, General Administration & Accounts and Purchase & Stores.
--	--	--	--	--

### **GENERAL CONDITIONS:**

- 1) The candidates are advised to forward their detailed bio-data (including date of birth, qualification, experience, contact address, e-mail, mobile no. etc.) through e-mail to **recruit@iiml.ac.in** latest by 30<sup>th</sup> September, 2016 up to 5.30 pm.
- 2) The details of qualifications and experience in the bio-data should be in chronological order as per below table :

#### **Qualifications :**

Examination passed	% of marks	Year of passing	Board/University	Subjects Taken

#### **Experience:**

Name & address of the organization	Post held	Pay Scale / consolidated pay	Period of service	Nature of work

- 3) The candidates have to produce their bio-data along with a set of photocopies of all testimonials in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonials, in original, for verification purpose.
- 4) These are contractual positions and thus candidate(s) will have no right to claim for regularization in IIM Jammu.
- 5) All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and ONLY the candidates recommended by the Screening Committee will be called for interview. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this respect.
- 6) No TA/DA or any other incidental expenses will be reimbursed.
- 7) The contract engagement will be for a period of three years subject to annual review of the performance of the incumbent and need of the institute.
- 8) IIM Jammu reserves the right not to fill all or any of the post, if it desires so.
- 9) Canvassing in any form will be a disqualification.

- 10) Legal disputes if any will be restricted within the jurisdiction of Lucknow only.
- 11) For any clarifications/queries, candidates may contact Sr. Administrative Officer (Estt.) at Phone No. 0522-6696919 or Personnel & Establishment Section at Phone Nos. 0522-6696900, 6696912.

**CHIEF ADMINISTRATIVE OFFICER**  
**Indian Institute of Management**  
**Prabandh Nagar, IIM Road**  
**Lucknow – 226 013**