



IIMU

भारतीय प्रबंध संस्थान उदयपुर  
Indian Institute of Management Udaipur

IIMU/HR/Advt/2024-25/14

September 6<sup>th</sup>, 2024

**CALL FOR NON-TEACHING POSITIONS**

Indian Institute of Management Udaipur invites applications for the following Non-Teaching Positions on Direct Recruitment Basis:

Sl. No.	Post	Pay Level	Group	No. of Post and Category					Total
				UR	NC-OBC	SC	ST	EWS	
1.	Administrative Officer	Level-10 with basic pay Rs. 56,100/- plus applicable allowances	A	1	-	-	-	-	1
2.	Executive – ERP	Level-6 with basic pay Rs. 35,400/- plus applicable allowances	B	1	-	-	-	-	1
3.	Jr. Engineer (Electrical)	Level-6 with basic pay Rs. 35,400/- plus applicable allowances	B	1	-	-	-	-	1
4.	Junior Assistant (Gr-I)	Level-2 with basic pay Rs. 19,900/- plus applicable allowances	C	1	-	-	-	-	1
5.	Office Assistant	Level-1 with basic pay Rs. 18,000/- plus applicable allowances	C	1	1	-	-	-	2

**1. Administrative Officer: General Administration – 1 Post (UR)**

- Pay Scale: Level - 10 (Initial Basic Pay Rs. 56,100/-)
- Upper Age Limit: 35 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

S. No.	Category	Maximum age
(i)	Female	40 Years
(ii)	Widow Female	45 Years
(iii)	Differently Abled Person	45 Years
(iv)	Ex-Servicemen	40 Years

- **Qualification.** Post-Graduate degree and equivalent in any discipline with minimum 55% marks from a reputed University / Institute.

- **Experience.**

**Essential:**

i) Post-qualification work experience of at least five years with relevant administrative experience in supervisory capacity in a Govt. office/ University / Educational institution or an organization of repute which may include activities related to academics, establishment, general administration, student affairs etc. in the Pay Level-7 and above (As per 7<sup>th</sup> CPC) or equivalent.

**OR**

Post-qualification work experience of at least eight years with relevant administrative experience in a Govt. office/ University / Educational institution or an organization of repute which may include activities related to academics, establishment, general administration, student affairs etc. in the Pay Level-6 and above (As per 7<sup>th</sup> CPC) or equivalent.

ii) Proficiency in the use of a variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent.

**Desirable:**

- (i) Experience in a Centrally Funded Educational Institution
- (ii) Excellent communication skills (oral and written) and excellent inter-personal skills

- **Duties & Responsibilities including, but not limited to the following:**

**(a) General Administration:**

- Purchase & Stores activities including end-to-end procurement processes such as Indents, Purchase/ Procurement.
- Asset Accounting & Management in accordance with GOI Rules (e.g., GFR 2017), Institute Guidelines; Inventory Control.
- Monitoring & Management of all Stores & Supplies, Vendor management, Vendor bill processing, preparing Budgets.
- Managing Annual Procurement/Rate Contracts, preparing tender documents, floating and evaluation of tenders.
- Travel and transport arrangements, vehicle fleet management.
- Supervising outsourcing services.
- Organizing meetings & conferences.
- Managing student hostels & mess.
- Organizing student events.
- Monitoring housekeeping.
- Managing Security and Food & Beverages services through various agencies.

**(b) HR & Establishment**

- “Recruitment to Retirement” life cycle of teaching and nonteaching staff.
- Personnel and industrial relations matters.
- Maintaining service books, personal files, leave records etc.
- Establishment and service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines, IIM Act 2017, and Institute Regulations & Procedures.
- Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff.
- Statutory compliances pertaining to the services of teaching and non-teaching staff.
- Matters of Board and various Committees, maintenance of confidential records.
- RTI Act 2005 compliance; Parliament Questions, Coordination with other IIMs, Coordination, and liaison with Ministry of Education & other GOI Ministries & Departments.

- Annual Reports & Institute publications, Contracts, MOUs and Agreements of the Institute, Internal Complaints Committee, Official Language, Disability Services etc

**(c) Academic Programs**

- Coordinate and supervise the delivery of the programs.
- Coordinate with the faculty to get the roadmap for new programs, examination details etc.
- Managing marketing activities for open enrolment programs, program closure reports.
- Compiling the pre-readings and the program folder.
- Travel arrangements for the external faculty, participants etc.
- Collection of feedback, procure any teaching aids.
- Certificates for distribution.
- Budgeting and tracking program expenses, bills settlement etc.

**2. Executive: ERP – One Post (UR)**

- Pay Scale: Pay Level -6 (Initial Basic Pay Rs. 35,400/-)
- Upper Age Limit: 35 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

Sl.	Category	Maximum age
(i)	Female	40 Years
(ii)	Widow Female	45 Years
(iii)	Differently Abled Person	45 Years
(iv)	Ex-Servicemen	40 Years

**—Qualification and Experience:**

- Bachelor's Degree in Computer Science/IT/Computer Application with minimum 55% marks or its equivalent grade and at least 5 years of post-qualification experience in a reputed organization or master's degree in Computer Science/IT/Computer Application with minimum 55% marks or its equivalent grade and 3 years of post-qualification experience in a reputed organization.
- Work experience with D365 Finance and Operations ERP would be an added advantage.

**□ Key Skills / Abilities/Knowledge required:**

- ✓ Good understanding of Application Software and Systems
- ✓ Strong analytical skills with attention to detail
- ✓ Excellent interpersonal skills to work with internal departments, members of staff and faculty.
- ✓ Self-motivated and ability to work independently, customer service orientation.
- ✓ Should be fluent in English and Hindi
- ✓ Strong communication skills - oral and written.
- ✓ Ability to effectively communicate across levels of managers and executives in a professional as well as appropriate manner.
- ✓ Ability to prioritize work opportunities in the department.
- ✓ Candidates with good knowledge in one or more areas below will be given preference.
  - ❖ Application development in Microsoft .NET framework, MVC architecture, SQLServer Database, SSRS (SQL server reporting services), SQL, technical developer skills of Dynamics365 FinOps, Power BI and Power Apps

**Duties & Responsibilities including, but not limited to the following:**

- (a) Understand business processes of IIMU, effectively map the same to the processes available in the ERP system, own and achieve ERP adoption and routinization. System Analysis - Determining ERP needs via consultation, business process analysis, and observations.

- (b) Understand the operational ERP system, tools, modules, and process so that responsibilities like first level troubleshooting, functionality enhancement tasks can be taken up; functional testing of new functionalities, impact analysis, test cases preparation and user acceptance testing.
- (c) Provide operational support on ERP usage to end users in various departments for critical business processes.
- (d) Prepare user guide documentation of business processes, end-user training.
- (e) Gain knowledge of the technology platforms and reporting tools used in the IIMU ERP system and develop operational reports.
- (f) Play an active role in expanding the ERP footprint and establishing a credible information substratum for top management decision making and operations of IIMU.

### 3. Junior Engineer (Electrical) – One Post (UR)

- Pay Scale: Pay Level -6 (Initial Basic Pay Rs. 35,400/-)
- Upper Age Limit: 35 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

Sl.	Category	Maximum age
(i)	Female	40 Years
(ii)	Widow Female	45 Years
(iii)	Differently Abled Person	45 Years
(iv)	Ex-Servicemen	40 Years

- Qualification and Experience:** B.E./ B. Tech with minimum 55% in Electrical/ Electrical & Electronics Engineering with three years post qualification relevant experience or diploma with minimum 55% in Electrical/ Electrical & Electronics Engineering with five years of post-qualification relevant experience.
- Candidates should have significant experience in any one or more of the following areas: Installation, Operation and Maintenance of HT & LT substations/ HVAC equipment's/ Diesel Generator/ Lifts/ Fire Fighting & Fire Alarm/RO water Purifier etc.
- Knowledge of CPWD working procedure, design, and estimation for electrical requirements for residential building, offices etc. including, Preparation of Single line diagram (SLD) for LT/HT sites, Installation, Testing and Commissioning of Transformer, LT panel, VCB panels, Exposure HT/LT substation; LAN connections and laying of fiber; energy saving initiatives with the use renewable energy sources.
- Knowledge of AutoCAD (MEP/ Electrical) will be added advantage.
- Experience in tender processing; construction supervision; quality control; good construction/ maintenance practices; billing of works etc.

### **Duties & Responsibilities including, but not limited to the following:**

- (a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in planning/ design/ construction/ maintenance/ project monitoring/quality control/ billing in Electrical discipline.
- (b) Monitoring of day-to-day electrical maintenance activity. Maintenance of all electrical, electronic, and mechanical equipment pertaining to the Institute and maintaining the inventory of the same.
- (c) Power Management: Implementing steps to conserve electricity and managing solar energy power systems etc. Generating monthly reports for aforementioned activities
- (d) Tendering, billing & supervision of all annual maintenance contracts related to Electrical & Mechanical equipment.

- (e) Timely submission of electricity bill to AVVNL. Billing of electricity consumption charges, to inside vendors and keeping the records etc.
- (f) Understanding the functioning of each service and recommending improvements. Maintain PM schedule & maintain data records.
- (g) Implementation and follow up action on the policy matters of the Institute.
- (h) Liaison with Local bodies (AVVNL, FIRE Dept. etc.).
- (i) Any other task(s) as may be assigned by the authorities of the Institute from time to time.

#### 4. Junior Assistant (Gr-I): One Post (UR)

- Pay Scale: Pay Level -2 (Initial Basic Pay Rs. 19,900/-)
- Upper Age Limit: 30 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

S. No.	Category	Maximum age
(i)	Female	35 Years
(ii)	Widow Female	40 Years
(iii)	Differently Abled Person	40 Years
(iv)	Ex-Servicemen	Actual service rendered in armed services plus 3 years

- Qualification and Experience: Bachelor's Degree with minimum 55% marks with knowledge of computer typing and knowledge of Computer applications with Two (02) years of relevant post qualification experience in reputed organization.

#### **Duties & Responsibilities including, but not limited to the following:**

##### **(b) Stores & Procurement**

- Stores & procurement department undertakes activities relating to procurement, stores, asset management as per GOI Rules.
- Inventory Management
- Vendor Management
- Purchase Order, Stock Management
- Annual Stock verification

(c) **Housekeeping & Security.** The housekeeping & security department deals with activities ensuring the overall cleanliness of the premises, hostels, rooms, offices, washrooms, labs etc. and monitoring all the security related issues.

(d) **Transport & booking.** Activities involve travel, ticketing, booking & hotel accommodation and transportation, contracts with local transport vendors, monitoring & control of vehicles & drivers.

(e) **Faculty Support Unit.** Providing support to faculty members relating to their bills processing, Travel, LTC, any other assistance required from time to time.

(f) **Student Affairs.** Activities involve handling student related queries, ensuring maintenance of discipline & decorum in the hostels, resolving the issues concerning their comfort as per the institute norms. Prompt response to any complaint and bringing it to the notice of the concerned authorities. Maintenance of records, up to date.

(g) **Personnel Management.** Activities involving recruitment & selection of teaching and Non-teaching Employees, issuing appointment letters, managing personal files and data.

#### 5. Office Assistant: Two Posts (One UR & One NC-OBC)

##### **(a) One post (UR)**

- Pay Scale: Pay Level -1 (Initial Basic Pay Rs. 18,000/-)
- Upper Age Limit: 30 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

S. No.	Category	Maximum age
(i)	Female	35 Years
(ii)	Widow Female	40 Years
(iii)	Differently Abled Person	40 Years
(iv)	Ex-Servicemen	Actual service rendered in armed services plus 3 years

**(b) NC-OBC Category**

- Pay Scale: Level -1 (Initial Basic Pay Rs. 18,000/-)
- Upper Age Limit: 33 Years as on closing of the date of advertisement
- Age relaxation is permissible as per the following details:

S. No.	Category	Maximum age
(i)	Female	38 Years
(ii)	Widow Female	43 Years
(iii)	Differently Abled Person	43 Years
(iv)	Ex-Servicemen	Actual service rendered in armed services plus 3 years

- Qualification and Experience:** Bachelor's Degree with minimum 55% marks with knowledge of computer typing and knowledge of computer applications with minimum one (01) year of relevant experience in reputed organization.

**Duties & Responsibilities including, but not limited to the following:**

**(a) Stores & Procurement**

- Stores & procurement department undertakes activities relating to procurement, stores, asset management as per GOI Rules.
- Inventory Management
- Vendor Management
- Purchase Order, Stock Management
- Annual Stock verification

(b) **Housekeeping & Security.** The housekeeping & security department deals with activities ensuring the overall cleanliness of the premises, hostels, rooms, offices, washrooms, labs etc. and monitoring all the security related issues.

(c) **Transport & booking.** Activities involve travel, ticketing, booking & hotel accommodation and transportation, contracts with local transport vendors, monitoring & control of vehicles & drivers.

(d) **Faculty Support Unit.** Providing support to Faculty members relating to their bills processing, travel, LTC, any other assistance required from time to time.

(e) **Student Affairs.** Activities involve handling student related queries, ensuring maintenance of discipline & decorum in the hostels, resolving the issues concerning their comfort as per the Institute norms. Prompt response to any complaint and bringing it to the notice of the concerned authorities. Maintenance of records, up to date.

(f) **Personnel Management.** Activities involving recruitment & selection of teaching and non-teaching employees, issuing Appointment letters, managing personal files and data.

**Note:** These Duties & Responsibilities are general guideline and may vary depending on the specific needs and requirements of the organization. Employees may be assigned additional tasks or responsibilities as needed.

**General Terms and Conditions:**

1. The candidate must be a citizen of India.
2. Interested candidates may apply through ONLINE MODE ONLY through the link given at the institute's website under Career section. Candidates are required not to send the hardcopy of the application; however, it is advised to retain a copy of the filled application form for further reference.

3. The link to apply for the advertised positions shall be active from **6<sup>th</sup> September to 6<sup>th</sup> October 2024**.
4. If the candidate wishes to apply for more than one post, they should apply separately for each post.
5. Application fee of Rs.500/- for UR & OBC is required to be paid using the payment gateway link as provided. Women/PwD/ESM candidates are exempted from the Application fee.
6. Candidates working in the Government/Semi-Government/Public Sector Undertakings/Autonomous Bodies should intimate their employer in writing before applying for the posts advertised. Such candidates would have to upload NO OBJECTION CERTIFICATE from their current employer at the time of submission of online application.
7. IIM Udaipur reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
8. Mere fulfilling the minimum qualifications and experience will not confer any right to the candidates for his/her selection.
9. The selected candidates shall be kept on Probation for a period of two years, which can be extended based on their performance.
10. The upper age limits prescribed for direct recruitment will not apply in the case of the IIMU's permanent employees. This age relaxation will be available only to those employees of the IIMU who have rendered at least one year of service after confirmation.
11. Cutoff date for determining the age is kept as closing date of the advertisement.
12. All certificates, degrees, and other documents for educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation should be produced in original at the time of joining, if called for the same. Failure to produce these original documents may result in disqualification.
13. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
14. No correspondence/queries will be entertained from candidates regarding communication delays, conduct and result of test and reasons for not being called for test.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding.
16. No TA/DA shall be given for attending the selection process.
17. Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
18. Canvassing in any form and /or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for and such application/s shall summarily be rejected.
19. Only short-listed candidates will be contacted.
20. Shortlisted / selected candidates will be informed through the email regarding their shortlisting.
21. The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
22. For any query related to submission of online application you may send email to [staff.recruitment@iimu.ac.in](mailto:staff.recruitment@iimu.ac.in) . However, queries related to interpretation of rules will not be entertained.
23. The Institutes reserves the right to rectify any discrepancy of the Advertisement, if found later. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/withdraw/cancel / post-pone any communication made to the candidate.
24. All appointments shall be done after obtaining the approval of the Competent Authority based on the recommendations made by the Selection Committee.
25. Applicant shall be responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / false, the candidate / appointment shall be cancelled / terminated.
26. The prescribed qualifications / experience indicated are bare minimum and mere possession of same will not entitle the candidate to be called for the selection process. Where the number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may thus restrict the number of candidates to be called for written examination / skill test to a reasonable limit at its discretion.
27. No correspondence will be entertained in relation to this advertisement, please visit institute's website i.e., [www.iimu.ac.in](http://www.iimu.ac.in) for day-to-day updates, if any.
28. The Syllabus for the exam/skill test will be uploaded on the IIMU website.

29. The Weightage of Marks and Minimum Qualifying Marks for final merit list are as follows:

S. No.	Modes of Examination	Weightage of Marks	Minimum Qualifying Marks
<b>Selection pattern for Level-1, L-2 &amp; L-6</b>			
Part 1	Proficiency Test	90%	30%
Part 2	Writing skills & Computer Skills Test	10%	30%
<b>Selection pattern for Level-10</b>			
Stage 1	Proficiency Test	75%	40%
Stage 2	Personal Interview	25%	40%

30. Part 1 and 2 are mandatory for all the candidates applied for the post of Level-1, L-2, L-6.
31. The Candidates who applied for the position of Level-10 and meet the minimum qualifying marks in stage 1 will be called for stage 2 personal interview later.
32. Final Selection will be based on OOM (Order of Merit) from the eligible candidates.
33. For all positions, knowledge of computer applications is essential.
34. The Institute reserves the right to fill or not to fill any of or all the posts.
35. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
36. The Competent Authority of the institute also reserves the right to accept or reject or cancel in partial or full any post/s at his discretion at any stage without assigning any reason thereof.
37. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udaipur only.
38. No vigilance or disciplinary case should have been contemplated, initiated, pending, or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
39. The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.
40. The last date to submit the online application is 6<sup>th</sup> October 2024, at 11:59 PM.

**Sd/-**  
**Chief of Administration**