IIM ROHTAK
Sunaria, Rohtak-124010

S.No	Name of the post(s)	Nos.
1	Officer on Special Duty	1
2	Senior Manager - IT	1
3	Senior Engneer (Civil)	1
4	Accounts Officer	1
5	Programmer	1
6	Junior Engneer (Civil)	1
7	Junior Engineer (Electrical & Electronics)	1
8	Systems Assistant / Junior Technical Superintendent	1
9	Electrician	2
10	Driver cum MTS	1

All applications should be sent to careers@iimrohtak.ac.in with subject being compulsorily name of the post.
Last date to receive applications is **: 19.10.2022**

Indian Institute of Management Rohtak invites applications for Officer on Special Duty, Senior Manager IT, Senior Engineer (Civil), Accounts Officer, Programmer, Junior Engineer (Civil), Junior Engineer (Electrical & Electronics), System Assistant/ Junior Technical Superintendent, Electrician, and Driver cum MTS

1. **Officer on Special Duty**
   Pay Level- 12 (Rs.78800 – 209200)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply. Candidates may be considered for contract position as well.

Qualification:
Essential: Post-Graduation degree in Management, Law, etc from a reputed institution, with good academic record.

Experience: Minimum 10 years (8 years for SC/ST) of post-qualification administrative experience in a Government department or academic/research institution/commercial organization of national/international repute, with at least 5 years at Pay level 11 in the Grade Pay or equivalent of (pre-revised scale of Rs.15600-39100, Grade Pay of Rs. 6600/-) or in higher scale**.** If working in private sector, drawing salary should be higher than Rs. 70,000/- per month.

Preference will be given to Ex-Defence Personnel in Group 'A' services for the position, master's degree is not compulsory for ex-defence personnel. Excellent communication skills in English and good working knowledge of computer applications are essential.

Age: Not exceeding 45 years (50 for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

No. of Posts: One

2. **Senior Manager (IT)**
   Pay Level- 12 (Rs.78800 – 209200)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: M.Tech./M.E./Master in Computer Science or B.Tech. with MBA with specialization in Computers. Good academic record is required.

Experience: Minimum 12 years (10 years for SC/ST) (excluding apprenticeship or training period) of relevant post-qualification experience in maintaining and supporting IT equipments including servers, LAN, Internet and Intranet for at least 100 users, in a government department or academic/research institution/commercial organization of national/international repute, with at least 3 years in the immediate lower Pay level 11 or equivalent of (pre-revised scale of Rs. 15600-39100, Grade Pay of Rs. 6600/-) or in higher scale. If working in private sector, drawing salary should be Rs. 70,000- 80,000 per month or above. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi, troubleshooting, configuration of network equipments (like switch and access points). Knowledge of software development and Programming. Thorough knowledge of database management and enterprise resource planning. Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge in handling Computer Centre Services/ Campus Networking/NKNVC/Telecom/VoIP/ CCTV Services etc. Good communication skill in English is essential.

Age Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

No. of Posts: One

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3. **Senior Engineer (Civil)**
   Pay Level- 10 (Rs.56100 – 177500)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E./B.Tech in Civil engineering or equivalent professional qualification from a Govt. recognised institution. Good academic record is required.

Good working knowledge of computer operations and use of engineering software applications like CAD is preferred. Knowledge of installation and maintenance of electronic equipment will be an added advantage. Should have good communication skills in English.

Experience: Minimum 07 years (5 years for SC/ST) of relevant post-qualification (excluding apprenticeship or training period) in Government or commercial organization of national/international repute., with at least 3 years at pay level 7 or level 8 equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4600/- or of Rs. 4800/-) or in higher scale. If working in private sector drawing salary should be Rs. 50,000- 55,000 per month. Applicants should have experience in handling large civil projects with commensurate electrical work.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

No. of Posts: One

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4. **Accounts Officer**
   Pay Level- 07 (Rs.44900 – 142400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Bachelor degree with CA/ICWA/Cost Accounting/CFA or equivalent. Good academic record is required. MBA is an added advantage. Sound knowledge in finance and accounts.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in finance and accounts in a government department or academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Applicants should have flair for serving educational institution will be an advantage. Sound practical knowledge of advanced computer applications in the management of finance and accounts is desirable. Good communication skill in English is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 45 years.

No. of Posts: One

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5. **Programmer**
   Pay Level- 07 (Rs.44900 – 142400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering or M.Sc. in Information Technology/Computer Science or MCA or other equivalent specializations. Good academic record is required.

Experience: Minimum 5 years (3 years for SC/ST) (excluding apprenticeship or training period) of relevant post-qualification experience in computer programming, designing and developing database, forms, reports, customized packages using programing Languages (C/C++/Visual basic/Java/.Net/PHP), and in supporting LAN, Internet and Intranet in a Government department or Public Sector/Autonomous academic/research institution/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 6 or equivalent of (pre-revised scale of Rs. 9300-34800, Grade Pay of Rs. 4200/-) or in higher scale. If working in private sector, drawing salary should be Rs. 40,000- 50,000 per month.

Thorough knowledge of software development using C/C++/Visual basic/Java/.Net/PHP and other Programming language, application packages (Web Designing tools like Wordpress/Zoomla), Java Script, JQuery under Linux and WINDOWS environment databases like MS-SQL\MySql\Oracle etc. is essential. Thorough knowledge of deployment of Databases and connectivity with front end packages. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi, troubleshooting, configuration of network equipments (like switch and access points). Good communication skill in English is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 45 years.

No. of Posts: One

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6. **Junior Engineer (Civil)**
   Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E/ B.Tech (under 10+2+4 scheme) in civil engineering or related discipline from a reputed institution, preferably with experience or additional qualification in handling electrical work. Sound knowledge of civil project design and implementation. Having a Post-Graduate degree or Post-Graduate diploma in management may be an added advantage.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in a similar position in government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Good working knowledge of computer operations and use of engineering software applications like CAD is preferred. Knowledge of installation and maintenance of electronic equipment will be an added advantage. Should have good communication skills in English.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

No. of Posts: One

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7. **Junior Engineer (Electrical & Electronics)**
   Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E/ B.Tech (under 10+2+4 scheme) in Electrical Engineering or related discipline from a reputed institution, preferably with experience in handling civil projects with substantial electrical work and electronics system. Sound knowledge of electrical project, design and implementation in electrical and electronics. Having a Post-Graduate degree or Post-Graduate diploma in management may be an added advantage.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in a similar position in government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale.. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

Good working knowledge of computer operations and use of engineering software applications like CAD is preferred. Should have good communication skills in English.

Age: Not exceeding 45 years (50 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years.

No. of Posts: One

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8. **Systems Assistant/Junior Technical Superintendent**
   Pay Level- 06 (Rs.35400 – 112400)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for regular position. Applicants interested to be considered on deputation may also apply.

Qualification: B.E/B.Tech in Computer Science/Information Technology or related discipline with specialization in Computers from a reputed institution or equivalent. Consistently good academic record and good communication skills in English are required.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience (excluding apprenticeship or training period) in maintenance and servicing of IT hardware and software in a similar position in Government or academic/research/commercial organization of national/international repute, with at least 2 years in the immediate lower Pay level 4 or 5 equivalent of (pre-revised scale of Rs. 5200-20200, Grade Pay of Rs. 2400/or 2800/-) or in higher scale. If working in private sector, drawing salary should be Rs. 30,000- 35,000 per month.

 Applicants should have a flair for serving educational institution. Thorough knowledge of Windows, Computer hardware & software (Desktop/Laptop), networking of LAN/WAN, Wi-Fi and troubleshooting, configuration of network equipment's (like switch and access points). Thorough knowledge of software development using C/C++/Visual basic/Java. Programming skills may be given due weightage. Thorough familiarity with application packages under Unix and WINDOWS environment databases like Oracle etc. is essential.

Age: Not exceeding 35 years (40 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 40 years.

No. of Posts: One

9. **Electrician**
   Pay Level- 02 (Rs.19900 – 63200)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: Minumum, matriculation with 02 years Full time ITI (Electrician) from any Govt. recognized Institute.

Experience: Minimum 3 years (2 years for SC/ST) of relevant post-qualification experience in government or academic/research/commercial organizations of national/international repute.

Age: Not exceeding 30 years (35 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 35 years.

No. of Posts: Two

10. **Driver cum MTS**
    Pay Level- 02 (Rs.19900 – 63200)

Mode of Appointment: Regular/Deputation/Contract

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

Qualification: 12th standard pass (under 10+2 scheme) with a good understanding of routine automobile maintenance requirements. Should have been possessing a valid driving license at least for 4 years and never awarded a suspension of driving license. Should be fluent in Hindi with skills to speak English. Preference will be given to those having higher qualifications, a working knowledge of computers and experience in handling routine office activities.

Experience: Minimum 3 years (2 years for SC/ST) of relevant post-qualification experience in government or academic/research/commercial organizations of national/international repute, with at least 1 year serving in a multi-role function.

Age: Not exceeding 30 years (35 years for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 35 years.

No. of Posts: One

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED STAFF POSITIONS

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before October 19, 2022. Applications sent to any other email id other than careers@iimrohtak.ac.in will not be considered.

   While applying for any position please mention "**Position name _____ IIM-R"** in the subject of the email, else the application will be discarded.

2. Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.

3. Separate Application Form should be filled, if applying for more than one position. The name of the post applied for should be clearly mentioned in BOLD LETTERS.

4. Applicants are advised to satisfy themselves before applying that they possesses at least the minimum essential qualification and experience laid down for the post.

5. All the above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.

6. Appropriate functional title may be assigned to the selected candidates at the positions advertised.

7. Those who are in regular service in government/public sector establishments may be required to produce a *No Objection Certificate*, if called for selection process.

8. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.

9. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.

10. The Institute reserve the right to increase/decrease the number of position/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.

11. Applicants having at least 3 years' experience in a similar or immediate next lower position in any of the IIMs may be given two years relaxation and applicants having at least 2 years' experience in a similar or immediate next lower position in any of the IIMs may be given one year relaxation in required work experience.

12. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.

13. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.

14. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being shortlisted for the selection process.

15. Only shortlisted applicants will be contacted.

16. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the 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 stands cancelled or services can be terminated.

17. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.

18. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.

19. Written test may be conducted for the advetised posts & qualifying the written exam is mandatory for further processing.

For Prescribed Application Format for Officer on Special Duty please click

For Prescribed Application Format for Senior Manager - IT please click

For Prescribed Application Format for Senior Engineer (Civil) please click

For Prescribed Application Format for Accounts Officer please click

For Prescribed Application for Programmer Format please click

For Prescribed Application for Junior Engneer (Civil) Format please click

For Prescribed Application for Junior Engineer (Electrical & Electronics) Format please click

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