

About IIM Indore

IIM Indore has evolved as a premier autonomous Institution established by the Ministry of Human Resource Development, Government of India to undertake Teaching, Research, Training and Consultancy in the field of Management and seeks to be a contextually-relevant business school with world-class academic standards that develops socially-conscious managers, leaders and entrepreneurs.

As a Center of Excellence, IIM Indore has a beautiful campus with all modern facilities and it provides an invigorating atmosphere.

CHIEF ADMINISTRATIVE OFFICER

About the Position

The candidate for the position of Chief Administrative Officer (CAO) should be dynamic, self-motivated professional to lead a team of Officers in the Institute and guide them in their day-to-day activities and to coordinate the academic and administrative activities including personnel, general administration, stores & purchase, contract services, legal issues etc.

CAO would also help IIM Indore maintain links with government and industries and would be Nodal Officer for matters pertaining to MHRD like grievances, SC/ST/OBC, Parliamentary Questions etc.

Qualification

Postgraduate degree in any discipline (10+2+3+2) with a degree/diploma in management/Law/HRM

or

A Postgraduate in management from a reputed University/Institution as a full-time student.

or

Engineering graduates with a degree/diploma in management/Law/HRM

Age Limit

The upper age limit for this position is 55 years.

Experience

Minimum 15 years in administrative positions. Candidates should have worked in Central Government / Autonomous bodies of the Central Govt./ Reputed educational institutions or research establishments/ Public/Private sector organizations and should have at least 8 years of experience at the position of Deputy Registrar or a similar administrative position carrying a pay scale of Rs.15600-39100/- with grade pay 7600 or an equivalent pay scale or above.

Scale of Pay

Rs.37400-67000 with grade pay of Rs.10000/-

General Conditions:

1. The position would be on contract for a maximum period of five years.
2. Mere fulfilling of the minimum qualification and experience requirements will not confer any right on the candidates for being called for Interview or/and their selection.
3. Candidates not found suitable for the position may be considered for a lower position or on a lower pay scale or on an appropriate consolidated salary.
4. The Institute reserves the right not to select anyone without assigning any reason.
5. The Institute reserves the right to change/apply appropriate shortlisting criteria in case of large number of applications.
6. Only shortlisted candidates will be contacted.
7. No correspondence will be entertained in this regard.
8. Canvassing in any form will be a disqualification.
9. The last date to apply online is **30 November 2016**.
10. After submitting the online application, the candidate would receive an acknowledgement on his e-mail address. A print out has to be taken of this e-mail and the same should be signed by the candidate.
11. Application fee of Rs.1000/-, which is non-refundable, is required to be submitted in the form of a Demand Draft drawn in favour of "Indian Institute of Management Indore" payable at Indore. The signed printout of the acknowledgement received on e-mail along with the Demand Draft should be sent through registered/speed post or courier or ordinary post so as to reach "Personnel Office, IIM Indore, Rau-Pithampur road, Indore-453331 (M.P.) latest by **8 December 2016**.
12. The Institute shall not be responsible for any postal delays/misplacements/returns.
13. The position will remain open until filled.
14. For issues with regard to non-receipt of acknowledgement e-mail, candidates can write to career@iimidr.ac.in with "Recruitment CAO" as the subject line, but not later than 30 November 2016.