

# **INDIAN INSTITUTE OF MANAGEMENT INDORE**

## **Detail of Recruitment Notification no.3/2016**

IIM Indore invites online applications for direct recruitment to the following posts:

<b>S.No.</b>	<b>Name of the Post</b>	<b>Number of posts</b>	<b>Type</b>	<b>Pay Band and Grade Pay</b>	<b>Age Limit<sup>^</sup></b>	<b>Category</b>
1	General Duty Assistant	2 (One each for Indore and Mumbai)	Regular	Rs.5200-20200/- Grade Pay Rs.2800	30 years	Unreserved

### **Important Notes:**

1. Please also note that these positions like all others are transferable in future and only Initial deployment would be at Mumbai / Indore.
2. ^ Age relaxation would be provided as per applicable central government rules.
3. Please note that the reserved category applicants, who apply against posts meant for unreserved category, are not entitled to get age relaxation. However, the applicants belonging to PwD category are entitled to get age relaxation as admissible to them for the posts meant for unreserved category, if such posts are identified as suitable for the PwD category.

### **Detail of Qualification and Work experience:**

#### **General Duty Assistant**

Minimum Educational Qualifications: A bachelor degree with at least 55% marks or its equivalent with excellent academic record and well versed in computer office applications.

Minimum Work experience: Freshers can also apply.

### **General Information and other terms and conditions:**

1. The positions will remain open until filled. After the due date, applications received will be reviewed every three months against the positions that remain unfilled.
2. Candidates are advised to visit the career section of our website regularly for further updates/changes/announcements, if any, in this regard.
3. The Institute reserves the right to increase/decrease the number of positions/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.
4. The pay scale is indicative. IIM Indore would be happy to consider an appropriate salary (which may be higher or lower than the scale mentioned against the post) and may also relax the age limit appropriately in exceptional deserving cases.
5. Mere fulfilling of the minimum qualifications and experience will not confer any right on the candidates for being shortlisted for the next stage of the recruitment process or/and for his/her selection. The cut-off date for considering the qualification, experience and age would be the last date of submission of online application i.e. 16.12.2016.
6. The Institute will communicate only with the short-listed candidates.

7. No correspondence of any sort will be entertained in this regard during or after the process.
8. Canvassing in any form will be a disqualification.
9. The Institute requires the selected candidates to join immediately.
10. No TA/DA will be paid for attending/participating in the recruitment process.
11. Last date for submission of duly filled in application through online link is **December 16, 2016**.
12. Based on the number and quality of applications received, the Institute may decide to conduct a written cum skill test either for all the eligible candidates or only for the candidates shortlisted by the Institute for the same.
13. "No person: -
  - (a) Who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to serviceProvided that the Institute may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the rule".
14. In-service candidates, who wish to apply, are required to inform their department heads before applying. An NOC from Head of the department would be required to be submitted by the candidates in case they are shortlisted.

#### **Application Fee**

- (i) Candidates, who wish to apply for both Indore as well as Mumbai, are advised to submit a separate application for each position.
- (ii) Candidates, who belong to SC/ST/PwD category and women candidates are exempted from paying any application fee. An application fee of **Rs.500/-** (Rupees five hundred only) each is required to be submitted by the male candidates belonging to General and OBC categories. The accepted mode of payment for this purpose would be Demand Draft or Online payment. Fee submitted in any other manner would not be accepted.
- (iii) The last date for paying application fee (Date of DD/Online transfer) would be **16.12.2016**. Please note that the application fee is **non-refundable**.

#### **How to apply**

- (i) Candidates are required to submit their online applications through the link provided for the same after duly checking their eligibility for the position they are applying for.
- (ii) On successful submission of their online application, candidates would receive an acknowledgement e-mail alongwith a copy of their filled-in form on the e-mail address provided by them. Candidates are required to take a print-out of that e-mail and put their signature on it after duly checking the details.
- (iii) In case a candidate does not receive an acknowledgement e-mail, the spam folder may be checked. If it is not there in the spam folder or the inbox even after waiting for 15 minutes, the candidate may write to us at [career@iimidr.ac.in](mailto:career@iimidr.ac.in) with "Recruitment 3/2016" in the subject line but not later than **16.12 2016**. We'll get back in one or two working days confirming the status of receipt of application or otherwise in such cases only. All such candidates may re-apply, in the meanwhile, in their own interest on or before the last date of submission of online application i.e. **16.12 2016**.
- (iv) Application fee is required to be submitted in the form of Demand Draft (DD) drawn in favour of "**INDIAN INSTITUTE OF MANAGEMENT INDORE**" payable at **INDORE**. **In order to make their application valid, candidates are required to mention their particulars (Name, mobile, Aadhaar/PAN and Position**

**applied for) on the reverse of the DD and send us the same through ordinary post/speed or registered post/courier along with a duly signed printout of the application form received as acknowledgement at the following address –**

**Personnel Office, IIM Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore-453331 (M.P)**

so as to reach IIM Indore latest by **26.12.2016**. IIM Indore will not be responsible for any postal/courier delays/ misplacements/returns etc.

- (v) Application fee can also be paid online through net banking facility in the following manner –
- Application fee has to be deposited in the bank account of the Institute, the detail of which has been given hereunder. Please note that this process may take more than 24 hours to complete with some of the banks.
  - The following should be written in the remarks column while making Inter-Bank online payment through net banking facility –  
For application for Mumbai – **GDA-M App Fee** and your date of birth in **DD-MM-YYYY** format  
For application for Indore – **GDA-I App Fee** and your date of birth in **DD-MM-YYYY** format

<b>Detail of the Bank Account for online submission of application fee</b>	
A/c Name	Indian Institute of Management, Indore
Bank	State Bank of India
Branch Address	IIM Indore Campus, Rau
A/c No	00000032104077661
IFSC Code	SBIN0030525
Branch Code	30525
<b>Remarks to be used</b>	<b>GDA-I or M App Fee DD-MM-YYYY</b>

**In case of Intra-Bank online payments where UTR is not generated, please take a printout of the screenshot of the final message flashed by your bank at the end of the successful net banking transaction.**

- After submission of online application fee, please note the UTR / Transaction reference number alongwith other details. The message received/flashed on screen after the successful online transaction may also be saved as the screenshot and be taken print out of in case of Inter-Bank transactions.
- In order to make their application valid, candidates are required to mention the particulars of their online transaction (and with a printout of the screenshot of the message received on successful completion of the bank transaction in case of Intra-Bank Transfers where UTR is not generated) and send us the same through ordinary post/speed or registered post/courier along with a duly signed printout of the application form received as acknowledgement at the following address –

**Personnel Office, IIM Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore-453331 (M.P)**

so as to reach IIM Indore latest by **26.12.2016**. IIM Indore will not be responsible for any postal/courier delays/ misplacements/returns etc.

- (vi) Candidates who are exempted from the payment of application fee would be required to send only the **duly signed print out of their application form** (s) at the afore-mentioned address so as to reach IIM Indore latest by **26.12.2016**.
- (vii) Applications submitted in any other manner than the above mentioned procedure would not be processed. Moreover, applications not providing the complete information would also not be processed.