

# **INDIAN INSTITUTE OF MANAGEMENT INDORE**

## **Detail of Recruitment Notification no. 03/2018**

Online applications are invited for direct recruitment to the following posts:

| S.No. | Name of the Post                      | Number of posts       | Type                        | Pay Level (7 <sup>th</sup> CPC) / Consolidated monthly emoluments | Age Limit | Category   |
|-------|---------------------------------------|-----------------------|-----------------------------|---|-----------|------------|
| 1     | Officer                               | 1 (For Mumbai Campus) | Regular                     | Pay Level 10  | 45 years  | OBC        |
| 2     | Executive Engineer (Electrical)       | 1                     | On contract (up to 5 years) | Rs.90,000/- pm  | 45 years  | Unreserved |
| 3     | Environment Health and Safety Officer | 1                     | On contract (up to 5 years) | Rs.75,000/- pm  | 50 years  | Unreserved |

### **Detail of Qualifications, Experience and Other terms and conditions:**

#### **1. Officer (For Mumbai campus)**

(a) Minimum Educational Qualification:

PG Degree with 55% marks or its equivalent with excellent academic record.

(b) Minimum Work experience:

At least five years at a relevant position preferably in central/state government organizations or PSUs or universities or autonomous institutions.

Important Note:- Kindly note that the initial deployment for this position would be at Institute's Mumbai Campus located in CBD Belapur, Navi Mumbai. The position, however, is transferable like all other positions.

#### **2. Executive Engineer (Electrical) – On contract**

(a) Minimum Educational Qualification:

B.E./B.Tech. in electrical engineering with at least 55% marks or its equivalent with excellent academic record.

(b) Minimum Work experience:

At least five years at a relevant position preferably in central/state government organizations or PSUs or universities or autonomous institutions.

The position would be on contract i.e. one year initial contract which is extendable, on review of performance at the end of the year, and thereafter at the end of each year, for a total maximum duration of up to five years from the candidate's date of joining.

### **3. Environment Health and Safety (EHS) Officer**

(a) Minimum Educational Qualification:

(i) B.E./B.Tech. in Fire & Safety Engineering or Industrial Safety Engineering or in allied discipline.

or

(ii) B.Sc.(Fire & Industrial Safety) / B.Sc. (Health Safety & Environment) / B.Sc. (Environment Health & Safety)/ B.Sc. (Occupational Health and Safety) or B.Sc. (Fire Safety and Hazard management) or a graduation degree in allied discipline.

or

(iii) B.E./B.Tech with Diploma in Health, Safety & Environment /EHS/ Fire & Safety/Industrial Safety.

M.E./M.Tech. in Industrial Safety Engineering or in Health, Safety and Environmental Engineering or in Environment Health and Safety or a post-graduate degree in any of the aforementioned disciplines would be desirable.

(b) Minimum Work experience:

At least five years at a relevant position preferably in central/state government organizations or PSUs or universities or autonomous institutions.

The position would be on contract i.e. one year initial contract which is extendable, on review of performance at the end of the year, and thereafter at the end of each year, for a total maximum duration of up to five years from the candidate's date of joining.

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

1. Candidates are advised to visit the career section of our website regularly for all the notices to be published in this regard in future.

2. 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.

3. The pay levels are indicative. IIM Indore would be happy to consider an appropriate salary (which may be higher or lower than the pay level mentioned against the post) and may also relax the age limit appropriately in exceptional deserving cases.

4. In-service candidates, who wish to apply, are required to inform their department head / appointing authority before applying. An NOC from the appointing / competent authority would be required to be submitted by the candidates in case they are shortlisted for the next stage.

5. Mere fulfilling the requirement of minimum educational qualification and work experience will not confer any right on the candidates for being called for participation in the selection process. **Based on the number and quality of applications received, the Institute may shortlist the candidates for the next stage and therefore may call only the shortlisted candidates for participation in the selection process. The selection process might consist of a written examination or personal interview or both or any other test(s) deemed appropriate by the Institute.**

6. The last date till which the qualification, work experience and age would be counted is **August 16, 2018**.

7. The Institute will communicate only with the short-listed candidates.

8. No correspondence or queries would be entertained by the Institute in this regard during or after the process.

9. Canvassing in any form will be a disqualification.

10. The Institute requires the selected candidates to join immediately.

11. No TA/DA will be paid for attending the interview.

12. Last date for submission of duly filled in application through online link is **August 16, 2018 as per Indian Standard Time**.

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 service

Provided 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".

### **Application Fee**

(i) Candidates, who belong to SC/ST/PwD category and women candidates are exempted from paying any application fee. An application fee of **Rs.1000/-** (Rupees one thousand only) 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 only. Fee submitted in any other manner would not be accepted.

(ii) 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 on our website 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 with a copy of their filled in form on the e-mail address provided by

them in the online application form. A print out has to be taken of the form received in the acknowledgement mail and has to be sent to us after checking the details captured in the form and signing it (along with the demand draft with details as mentioned in point (iv) below).

- (iii) In case a candidate does not receive acknowledgement mail after online submission of application, the spam folder of the e-mail may be checked. If it is not there in the spam folder, all such candidates may write to us at [career@iimdr.ac.in](mailto:career@iimdr.ac.in) with "Recruitment 03/2018" in the subject line but not later than August 16, 2018. The e-mails sent by the candidates after August 16, 2018 would not be entertained.  
A response would be sent in one or two working days confirming only the status of receipt of application or otherwise and in the aforementioned cases only. All such candidates may re-apply, in the meanwhile, and in their own interest, on or before the last date of submission of online application i.e. **August 16, 2018**.
- (iv) Application fee is required to be submitted in the form of account payee Demand Draft (DD) 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 post/courier the same along with a duly signed printout of the application form received as acknowledgement in the e-mail at the time of submission of online application to "Personnel Office, IIM Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore-453331 (M.P)", so as to reach IIM Indore latest by **August 23, 2018**. IIM Indore will not be responsible for any postal/courier delays/misplacements.
- (v) 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 by **August 23, 2018**. Please note that the submission of online application on or before August 16, 2018 would be mandatory for all the candidates.
- (vi) Applications submitted in any other manner than the above mentioned procedure would not be processed. Moreover, applications submitted online but not providing complete information would also not be processed.