

Indian Institute of Management Indore

Recruitment Notification No.2/2018

Online Applications are invited for direct recruitment to the following positions on contract –

S.no.	Name of the Post	No. of vacancies
1	Advisor (Finance & Accounts)	1
2	Head (Career Development Services)	1
3	Business Development Manager	2

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS, BRIEF JOB PROFILE AND TERMS AND CONDITIONS OF RECRUITMENT

1. ADVISOR (FINANCE & ACCOUNTS)

Advisor (Finance & Accounts) reports to the Director and is responsible for rendering advice on all matters related to Finance & Accounts. The candidate should be well versed with Investment planning, budgeting, preparation of balance sheet, legal, regulatory and tax compliances, audit controls, Income Tax, Tax deduction at Source, GST, managing NPS, EPF etc.

Advisor (Finance & Accounts) would also be responsible, among other things, for –

- (i) Managing day-to-day affairs of the Finance & Accounts office of the Institute.
- (ii) All matters related to all financial reporting of the Institute to the Finance Committee of the Board, BoG, IIM Indore Society and Ministry of Human Resource Development.
- (iii) Active liaison with all regulatory authorities (for example, PFRDA for NPS, various Tax authorities and other relevant offices etc.), the internal audit team and statutory CAG Audit team and ensure strict legal, regulatory and tax compliance.
- (iv) Pro-actively streamlining systems and processes and adopt automation for effective delivery of F&A solutions.
- (v) Working with the investment committee to ensure optimal returns on investible surplus of the Institute.
- (vi) Pro-actively engaging with faculty and staff and other stake holders on the matters related to F&A.
- (vii) Ensuring that adequate controls are installed so that the substantiating documentation for each purchase is available and approved as per the necessary laws/rules/regulations/practices/norms to be followed by the Institute for clearing independent as well as statutory CAG audits.
- (viii) Motivating and leading a team of competent accounting professionals.
- (ix) Ensuring adequate cash flow to meet the organization's needs.

Qualification & Experience

The candidate should be a Chartered Accountant.

Experience –

- (a) 15 years' experience in a reputed commercial organization / Central / State Governments / Union Territories / Semi-Government / PSUs /Statutory or Autonomous Organizations / University / Research and Development Organizations.
- (b) Adequate knowledge and skills related to accounting function and preparation of financial statements.
- (c) In-depth understanding of regulatory requirements and tax compliances.
- (d) Preference will be given to candidate with experience of working in the Finance & Accounts department of centrally funded educational institutions.

Emoluments

Consolidated Emoluments of **Rs.1,60,000/-pm** . Higher start may also be given to the deserving candidates. House rent allowance of **Rs.20,000/-pm** would be paid additionally in case campus accommodation is not taken. Appropriate increments would be made in the emoluments at the end of each year based on evaluation of performance.

General terms and conditions for recruitment to the position of Advisor (Finance & Accounts):

1. The position would be on contract for a maximum period of five years i.e. two years initial contract which is extendable upto another three years on review of performance.
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 consolidated salary. On the other hand, higher start may be provided to the deserving candidate.
4. The Institute reserves the right not to select anyone without assigning any reason.
5. The Institute reserves the right to 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 **13 June 2018**.
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 **21 June 2018**.
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 "ADVISOR 02/2018" as the subject line, but not later than 13 June 2018.
15. Candidates are advised to visit the career section of our website regularly for all the updates/information in this regard in future.

2. Head (Career Development Services): -

The selected candidate would, besides other things, be responsible for -

- (i) Overall management of the placement activities taking care of the interest of the Institute, students and recruiters.
- (ii) Building key external and internal stakeholder relationships to facilitate successful placement of students across programmes.
- (iii) Understanding the changing dynamics of the demand for Management graduates and devising strategies to align IIMI graduates with the market.
- (iv) Orienting faculty and students to changing market needs for Management graduates.
- (v) The role also spans across functions like Business Development, Key Account Management, Marketing & Branding including driving recruitment campaigns.
- (vi) Leading & Managing the Business Development team & its activities including tracking & reviewing performance of the Business Development Managers, if required, and extending support & guidance on a continuous basis to ensure targets are met.
- (vii) Developing and Strengthening the Key Accounts to ensure adequate coverage of corporate partners across sectors.
- (viii) Building knowledge of employer recruitment practices and developing strategies to acquire key accounts.
- (ix) Helping students prepare for their careers through organizing counseling, resume preparation, interview skills and other related workshops.

Head (Career Development Services) would report to Faculty Chair, Placement / Programme.

Required Qualification, Experience and skill set:

1. MBA/PGDM/PGD Personnel & IR or equivalent
2. Minimum 15 years of prior experience in relationship management/ business development or similar roles, preferably for career services departments of reputed educational institutions.
3. Desirable – 20 years of prior experience including 5 years at senior level positions.
4. Experience requirement may be relaxed in the case of alumni of IIMs.
5. In-depth knowledge of B-school employment trends & established business networks.
6. Ability to network with employers and create enhanced opportunities for employment.

Duration of Contract:

The position would be on contract for a maximum period of five years i.e. one year initial contract, extendable at the end of each year for another year on review of performance, for a total maximum duration of five years.

Emoluments:

All inclusive minimum annual emoluments of **Rs.20 Lakhs** (CTC). Appropriate performance linked incentives may also be considered for deserving candidates.

3. Business Development Manager:-

The selected candidate would, besides other things, be responsible for -

- (i) Primarily maximizing employment opportunities for the graduates of IIMI.
- (ii) Initiating and developing contacts with potential employers through personal visits and participation in HR/Industry conclaves across sectors.
- (iii) Managing and deepening relationships with active recruitment partners including organizing speaker events, conclaves and networking sessions.
- (iv) Developing & maintaining knowledge of the regional employment market targeting mid-size companies and potential startups.
- (v) Getting more companies to recruit from campus and increasing the number of offers from recruiting companies.

Business Development Manager would report to Head (Career Development Services) / Faculty Chair concerned.

Required Qualification, Experience and skill set:

1. MBA/PGDM/PGD Personnel & IR or equivalent
2. Knowledge about Indian B-school recruitment scenario and prior experience in dealing with companies within specific industries and business sectors.
3. Minimum 8-10 years of prior experience as Relationship Manager/ Business Development Manager or similar roles, preferably for Career Services Department of reputed educational institutes.
4. Experience requirement may be relaxed in the case of alumni of IIMs.
5. Excellent interpersonal and presentation skills.

Duration of Contract:

The position would be on contract for a maximum period of five years i.e. one year initial contract, extendable at the end of each year for another year on review of performance, for a total maximum duration of five years.

Emoluments:

All inclusive minimum annual emoluments of **Rs.15 Lakhs** (CTC). Appropriate performance linked incentives may also be considered for deserving candidates.

General terms and conditions for recruitment to the aforementioned positions of Head (Career Development Services) and Business Development Manager:

1. Candidates are advised to visit this section of our website regularly for all the updates/information 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. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for selection process or/and for his/her selection. For counting the post qualification experience, the final marks sheet of the minimum qualification mentioned, should have been obtained before the start of counting of the experience. The last date till which the experience and age would be counted is **13 June 2018**.
4. The Institute will communicate only with the short-listed candidates.
5. No correspondence of any sort will be entertained in this regard during or after the process.
6. Canvassing in any form will be a disqualification.
7. The Institute requires the selected candidates to join immediately.
8. No TA/DA will be paid for attending the selection process.
9. Last date for submission of duly filled in application through online link is **13 June 2018**.
10. Based on the number and quality of applications received, the Institute may decide to conduct a written test and/or Interview or any other test(s) deemed appropriate, either for all the eligible candidates or only for the candidates shortlisted by the Institute for the same.
11. "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".
12. 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.
13. Candidates not found suitable for the advertised position may be offered a lower position and or a lesser salary as deemed appropriate by the Institute.

Application Fee

- (i) Candidates, who wish to apply for both the positions, are advised to submit a separate application for each position.
- (ii) 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 with each application. The accepted mode of payment for this purpose would be Demand Draft only. Fee submitted in any other manner would not be accepted.
- (iii) 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 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 signed by the candidate. Thereafter it has to be sent to us as mentioned in point (iv) below along with the DD.
- (iii) In case a candidate does not receive acknowledgement mail, the spam folder may be checked. If it is not there in the spam folder, the candidate may write to us at career@iimidr.ac.in with "BDM 02/2018" in the subject line but not later than 13 June 2018. 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. **13 June 2018**.
- (iv) Application fee is required to be submitted in the form of account payee 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 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 us latest by **21 June 2018**. IIM Indore will not be responsible for any postal/courier delays/ misplacements.
- (v) Women 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 aforementioned address so as to reach IIM Indore by **21 June 2018**.
- (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.