

October 26, 2016

Recruitment Notification No. 011

Recruitment of Administrative Staff

Development Management Institute (DMI) was set up as an autonomous institution in February 2014, pursuant to a desire of the Government of Bihar to establish a High Performing Knowledge Institution (HPKI). DMI is a values-and-mission-driven organisation. Apart from conducting the PG Programme in Development Management approved by the All India Council for Technical Education (AICTE), the Institute is engaged in several other academic programmes and activities, such as Competencies Enhancement Programmes, Action Research, etc. The Institute is currently functioning at its transit campus in Udyog Bhawan, East Gandhi Maidan, Patna, and is equipped with state-of-the-art facilities unique to any world-class educational institution.

The Institute needs well-qualified and experienced persons with excellent competencies and absolute integrity, **below 35 years of age (i.e. born on or after October 31, 1981)**, for appointment to the following positions in the pay band of ₹ 5,300-20,200/- + 2,400/- or ₹ 9,300 – 34,800/ + 4,200/- depending on qualifications and relevance of experience:

1. Accountant
2. Faculty Associate
3. Purchase and Stores Assistant
4. Programme Assistant for PDM Office
5. Programme Assistant for CEP
6. IT-Enabled Services (ITeS) Assistant
7. Library Assistant
8. Administrative Assistant
9. Maintenance Engineer-cum-Supervisor

In addition to basic pay, grade pay, HRA and DA, employees of DMI receive other benefits as per the HR Manual of the Institute.

A brief description of the responsibilities of the positions and the corresponding requirements of educational qualifications and professional experience are given in the following table:

Sl. No.	Position	No. of Posts	Brief Description of Responsibilities	Qualification	Minimum Full-time Post-Qualification Experience
1	Accountant	1	Should be in a position to render effective support in respect of finance and accounts-related matters, including maintenance of accounts, preparation of financial planning and accounting reports at short notice, liaison with banks, CA firms, Govt. depts., etc.	Graduation in Commerce/ Finance or equivalent, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or a reputed manufacturing/ service firm in a responsible position.
2	Faculty Associate	3	Should be in a position to provide total support to Faculty members in all their duties, including coordination with the client organisations of DMI; assistance for preparation and organization of courseware, conduct of interactive sessions, evaluation and grading; assistance for organizing different reports; ability to conduct library-based and internet-based search, wherever required; invigilation of quizzes, examinations and similar academic administrative tasks; preparation of draft messages and communications; etc.	Post-graduation from a HPKI or equivalent institution in any subject, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.
3	Purchase and Stores Assistant	1	Should be in a position to render effective support in respect of all matters relating to vendor identification, rating and development, negotiations, drafting of Purchase Orders and Contracts for procurement of various goods and services as per the requirements of the programmes and activities of the Institute, and the administration of such contracts, development and management of stores for all items handled by the Institute, preparation of reports at short notice, etc.	Graduation in Commerce/ Finance or equivalent	5-10 years of relevant experience in a HPKI or a reputed manufacturing/ service firm in a responsible position.

Sl. No.	Position	No. of Posts	Brief Description of Responsibilities	Qualification	Minimum Full-time Post-Qualification Experience
4	Programme Assistant (PDM Office)	1	Should be in a position to provide total support relating to the conduct of the PDM, including assistance for preparation, organization and distribution of courseware, maintenance and management of programme files and records, such as participants' performance records, attendance, leave, preparation of draft schedules for interactive and experiential learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of PDM, effective administrative support for admissions, placement, examinations, evaluation, grading, convocation, academic events, etc.	Graduation from a HPKI or equivalent institution in any subject, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.
5	Programme Assistant for Competencies Enhancement Programmes (CEP)	1	Should be in a position to provide total support for the conduct of CEPs, including assistance for preparation, organization and distribution of courseware, maintenance of programme files and records, preparation of draft schedules for interactive and field learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of CEPs, effective administrative support for liaison with sponsors, maintenance of relevant records, etc.	Graduation from a HPKI or equivalent institution in any subject, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.
6	ITeS Maintenance Assistant	1	Should be capable of independently handling the IT infrastructure of the Institute, comprising PCs, laptops, peripherals, networks, associated hardware and software, audio-visual aids, etc. for near 100% uptime, coordination with the website maintenance agency of the Institute, maintenance of systematic real-time information on all hardware and software, and all other tasks related to ITeS.	Graduation in Computer Science/ Computer Applications or equivalent from a HPKI or equivalent institution, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.

Sl. No.	Position	No. of Posts	Brief Description of Responsibilities	Qualification	Minimum Full-time Post-Qualification Experience
7	Library Assistant	1	Should be able to provide effective assistance for acquisition and accessioning of books, periodicals, databases, etc. for the DMI Knowledge Centre, and should be able to handle independently RFID technology-enabled hardware and software. Should maintain real-time information on stocks, issues, etc.	Graduation in Library and Information Science or equivalent from a HPKI or equivalent institution, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI library or an equivalent academic setting.
8	Administrative Assistant	1	Should be able to support in all matters relating to General Administration, comprising Human Resources Management, Facilities Management in coordination with the maintenance agencies and staff, maintenance of all documents and records, etc. Ability to draft communications effectively and correspond independently is absolutely necessary. Familiarity with relevant statutes and ability to coordinate with legal advisors, judicial bodies, Govt. departments, including local bodies are essential.	Graduation from a HPKI or equivalent institution in any subject, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.
9	Maintenance Engineer-cum-Supervisor	2	Should be in a position to develop a good maintenance plan for facilities of the Institute and ensure their uptime to about 100%. Should be innovative and agile and ensure compliance with all statutory requirements concerning the facilities, and be capable of coordinating with different Govt. and other agencies for installation of new and additional equipment, renewal of approvals, licenses, etc. Should be capable of managing the maintenance of spare parts, consumables, etc. and should draft and manage contracts for services independently. Proficiency in various engineering standards, specifications, codes is absolutely necessary. Should be able to oversee construction and development work in the new campus of the Institute.	Degree or Diploma in Civil/ Mechanical/ Electrical Engineering from a reputed Engineering College, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in a HPKI or an equivalent academic set-up or a comparable business organization.

In addition to the above, candidates for all the above positions should possess excellent oral and written communication skills, and a good command of the English language.

Candidates interested in associating themselves with DMI and its mission, and satisfying the above criteria, may submit their applications online **on or before November 15, 2016** by clicking the link for Online application Form provided on the <http://www.dmi.ac.in/content/career> page.

A mere fulfilling of the eligibility criteria does not ensure appointment to the position applied for. Everything else being equal, candidates with demonstrated expertise and experience in reputed academic institutions in related areas will be preferred. The institute reserves right not to fill up the vacancies if suitable candidates are not available.