

1. Head-Placement (PB3- 15600-39100 GP 5400):

Mode of Appointment: This is a contract position at the senior level. A consolidated salary will be fixed commensurate with qualification and experience. Higher Salary may also be considered.

Qualification: Candidates with MBA and higher qualifications in management.

Experience: Those with long experience in placement services, corporate and government relations will be considered for this position.

Age: Not below 35 years but not exceeding 50 years as on the last date for receiving application.

Functions: This is a full-time job that will require working closely with the students for competency mapping, career counselling and finding jobs for them. By building external relations with the corporate and the government, the candidate is expected to also full-fill targets in terms of placements.

The following is expected from the candidates:

a) Industry Interface:

- Creating awareness amongst corporate houses about IIM Ranchi, its courses, pedagogy, intellectual capital and students' credentials.
- Initiate, maintain and grow relationships with organisations by meeting senior people across the sectors and locations.
- Converting companies into potential recruiters of IIM Ranchi students.
- Collect industry feedback and share it with the internal stake holders.

b) Engaging with student placement committee:

- Liaising with Placement Committee to formulate and execute placement strategies & policies for effective and result oriented placements.
- Facilitating administrative support to the placement committee for smooth functioning.
- Regular interaction with the student batches for updating them on the activities, achievements and future course of action.

c) Administrative:

- Administering student discipline and grievance redressal pertaining to placements.
- Maintain and share Placement Reports with the concerned authorities.
- Facilitating information related to placement for various surveys.

GENERAL INFORMATION / CONDITIONS RELATED TO ADVERTISED POSITION

1. The above positions require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
2. **Mode of Appointment:**
 - a) Candidates are requested to Apply Online through our website <http://www.iimranchi.ac.in/careers/non-teaching> within 15 days from the date of advertisement i.e. 19 October 2016 up to 06:00 p.m.
 - b) Candidates should pay Application fee of Rs.500/- (**Non Refundable**) for General & OBC candidates through NEFT/Transfer in the Saving Account No. 115001000244 of IIM, Ranchi, (ICICI Bank Ranchi, Ratu Road Branch, Modi Heights, Shop No#05&06, Ranchi, IFS Code ICIC0001150).
 - c) The UTR No. / Transaction No. / Reference No. generated after payment must be mandatorily mentioned in the online application form.
 - d) Candidates should take a print out of the filled in application forms, affix their photographs, signatures along with Updated Resume and sent it to the following address so as to reach by 26 October 2016 up to 06:00 p.m. :

Administrative Officer - Personnel,

I.I.M Ranchi
Suchna Bhawan, Meur's Road,
Audrey House Campus,
Ranchi-834008
Email : hr@iimranchi.ac.in

3. SC/ST candidates are exempted from the application fee.
4. Those who are in regular service in Government / Public Sector Establishments / Autonomous Institutions will be required to produce a No Objection Certificate, if called for interview.
5. The Institute solely reserves the right not to fill the advertised position without assigning any reason. The Institute will also reserve the right to limit the total number of candidates to be called for interview. The decision of the Institute in this regard will be final.
6. Mere fulfilling of the minimum qualifications / eligibility and experience will not confer any right to the candidates for being called for interview or / and for his / her selection.
7. Only shortlisted applicants will be contacted.
8. Selected applicants will be required to join the Institute immediately.
9. No TA / DA will be paid to shortlisted candidates to attend for interview process.
10. Applicants are required to bring all Original Certificates of their Academic and Professional Qualifications and Work Experience for verification on the date of interview. Applicants are also required to bring their Salary Slip at the time of interview.
11. Incomplete applications will not be considered for shortlisting the candidates.
12. Relevant experience is required to be filled only under column of experience.

13. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
14. The Institute reserves the right to reject any application / candidature at any stage of the recruitment process without assigning any reason(s).
15. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents / background and has suppressed the said information, then his / her services can be terminated.
16. Canvassing in any form will be result in disqualification.
17. For Prescribed Application Format please click in <http://www.iimranchi.ac.in/careers/non-teaching>