

Ref. No. IIMASR/Rect.-1/R/2026

Date: 07.02.2026

Indian Institute of Management Amritsar (<http://iimamritsar.ac.in>) invites online applications from eligible candidates for engagement on a regular basis.

About IIM Amritsar

The Indian Institute of Management (IIM) Amritsar is an Institute of National Importance and the 15th IIM set up by the Ministry of Education (earlier Ministry of Human Resource Development), located in Amritsar, Punjab, India, invites online applications from eligible Indian citizens for the following Non-Teaching Positions on a **regular basis** under direct recruitment.

Post Code	Name of the Post and pay as per 7th CPC	Reservation (Age relaxation as per GoI norms)						Total Vacancy
		UR	EWS	OBC-NCL	SC	ST	PwD	
R-101	Assistant Superintending Engineer- MEP Level-11 (67700- 208700)	1						1
	Administrative Officer Pay Level-10 (56100-177500)							
R-201	Administration & Compliance				1			1
R-202	Store & Purchase	1						1
R-203	Students Affairs & Hostel			1				1
R-204	IPM & MSDSM	1						1
R-205	EMBA & Doctoral Program			1				1
	Total	2		2	1			5
R-206	Assistant Librarian Pay Level-10 (56100-177500)	1						1
	Junior Superintendent Pay Level-6 (35400-112400)							
R-301	Administration	1						1
R-302	Human Resources		1					1
R-303	MBA- Program					1		1
R-304	Integrated Program in Management (IPM)			1				1
R-305	MSDSM			1				1
R-306	Executive MBA (EMBA)				1			1
R-307	Placement & Corporate Relations	1						1
R-308	Dean's Office			1				1
R-309	Alumni, MPR & IR				1			1
R-310	Admission			1				1
R-311	Students Affairs & Hostel*	2*						2
R-312	Jr. Technical Superintendent - IT & Systems / Application Development Pay Level-6 (35400-112400)	2**						2
R-313	Junior Engineer- Civil Pay Level-6 (35400-112400)	1						1
R-314	Library Information Assistant Pay Level-6 (35400-112400)	1						1
	Total	8	1	4	2	1	0	16

	Junior Assistant Pay Level-3 (21700-69100)	Breakup of the posts advertised						
		UR	EWS	OBC-NCL	SC	ST	PwD	Total Vacancy
R-401	Administration: (01)			1				1
R-402	Human Resources: (01)					1		1
R-403	Program (MBA): (01)			1				1
R-404	Executive MBA (EMBA): (01)	1						1
R-405	Alumni, MPR & IR: (01)	1						1
R-406	Accreditation & Ranking: (01)	1						1
R-407	Student Affairs & Hostel: (2)***		1		1			2
	Total	3	1	2	1	1	0	8
R-408	Junior Assistant – Application Development Pay Level-3 (21700-69100)	1						1
R-409	Junior Assistant – Electrical Engineer Pay Level-3 (21700-69100)	1						1
	Total	2						2
	GRAND TOTAL	17	2	8	4	2	0	33

- Submission of online application will start from **February 9, 2026, and close on March 1, 2026, by 05:30 PM**. Detailed Advertisement and the online application form are available on the Institute website: <https://iimamritsar.ac.in/quick-links/careers>.
- ***In Students Affairs & Hostel, one Junior Superintendent (Pay Level-6) position is reserved for females only.**
- ****In IT & Systems, out of 02 positions for Junior Technical Superintendent – IT & Systems, 01 post shall be designated as Junior Technical Superintendent-Application Development.**
- *****In Students Affairs & Hostel, one Junior Assistant (Pay Level-3) position is reserved for females (EWS), and the other position is reserved for males (SC).**
- **Abbreviation: UR: Un-reserved, SC: Scheduled Castes, ST: Scheduled Tribes, OBC-NCL: Other Backward Class-Non-Creamy Layer, EWS: Economically Weaker Section.**

The educational qualifications, experience, and other eligibility criteria, in accordance with the Recruitment Rules of the Institute as approved by the Competent Authority, are as under:

Post Code: R – 101

Sl. No.	Particulars	Details
1	Name of the Post	Assistant Superintending Engineer- MEP
2	Number of Posts	01 (UR)
3	Classification	Group-A
4	Scale of Pay	Pay Level-11 (67700 - 208700)
5	Age Limit for direct recruits	Not exceeding 50 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p><u>Educational Qualification:</u> <u>B.E./B.Tech in Electrical Engineering</u> from a recognized University/Institute with a minimum of 60% marks or equivalent grade.</p> <p><u>Experience:</u> A Minimum of 12 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p style="text-align: center;">OR</p> <p><u>M.E./M.Tech in Electrical Engineering</u> from a recognized University/Institute with a minimum of 60% marks or equivalent grade.</p> <p><u>Experience:</u> A Minimum of 8 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p><u>Desirable:</u> Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9.	<p>Job Description</p> <ul style="list-style-type: none"> • Provide strategic leadership for planning, engineering, execution, and commissioning of all MEP systems across the campus. • Manage end-to-end MEP lifecycle including concept design review, detailed engineering, procurement, construction, testing, and handover. • Lead coordination between MEP consultants, architects, structural engineers, and project management teams to eliminate interface risks. • Critically review and approve MEP design calculations, schematics, shop drawings, material specifications, and method statements. • Ensure full statutory and regulatory compliance with NBC, CPWD specifications, IS/IEC standards, electrical inspectorate, fire authorities, and local utilities. • Oversee engineering and execution of HVAC systems (chillers, VRF, AHUs, ventilation, IAQ control) with emphasis on energy efficiency and reliability. • Direct electrical infrastructure development including HT/LT networks, substations, DG sets, UPS, solar PV systems, earthing, and lighting design. • Supervise plumbing and public health engineering systems including water supply, STP/WTP, drainage, water recycling, and conservation measures. • Manage fire detection, alarm, suppression, and life safety systems in compliance with NBC and fire authority requirements. 	

- Lead integration of Building Management Systems (BMS), low-voltage systems, and smart campus technologies.
- Establish MEP execution strategies, construction sequencing, and resource planning aligned with overall project schedules.
- Monitor contractor performance through KPIs related to quality, safety, productivity, and adherence to timelines.
- Drive value engineering initiatives to optimize capital cost, energy consumption, maintainability, and life-cycle cost.
- Implement robust QA/QC procedures, including inspections, factory acceptance tests, site testing, and commissioning protocols.
- Identify, assess, and mitigate technical, schedule, and commercial risks associated with MEP systems.
- Control MEP budgets, evaluate variations, approve bills, and manage procurement and vendor qualification processes.
- Coordinate statutory inspections, third-party audits, and certifications including green building compliance (GRIHA-4).
- Ensure comprehensive testing, commissioning, performance verification, and system stabilization prior to handover.
- Oversee preparation and validation of as-built drawings, O&M manuals, asset registers, and digital documentation.
- Provide leadership, mentoring, and technical governance to MEP teams while supporting smooth transition to facility management and operations.

(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).

Post Code: R – 201

Sl. No.	Particulars	Details
1	Name of the Post	Administrative Officer -Administration & Compliance
2	Number of Posts	01 (SC)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Post-Graduate degree/ MBA/ PGDM in any Business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade.</p> <p>Proficiency in computer operations, including MS Windows, MS Office, and data management, etc, is a must.</p> <p>Experience: Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions / Universities.</p>

		<u>Desirable:</u> Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: Complete supervision of payroll process for teaching and non-teaching staff, which includes:</p> <ul style="list-style-type: none"> • Full & Final settlement • Analyze the pay fixation viz Basic, DA, TA, NPS, etc. • Retirement benefits • Leave Tracking • Increment • DA Revision etc. <p>Overseeing the Labour Codes – Implementation and Compliance (Statutory and Regulatory), which includes:</p> <ul style="list-style-type: none"> • Code on Wages – regulation of minimum wages, timely payment of wages, and equal remuneration • Code on Social Security – social security benefits such as provident fund, ESIC, gratuity, and gig/ platform worker coverage • Code on Industrial Relations – trade unions, standing orders, and dispute resolution mechanisms • Code on Occupational Safety, Health and Working Conditions – workplace safety, health standards, and welfare measures • Liaising with the EPF / Labor Department/ Labor Law Consultants. • Annual returns under various codes. • Dealing with Industrial Relations, such as grievances of workers, facilities, etc. <p>Overseeing the RTI Compliance in the capacity of CPIO, which includes:</p> <ul style="list-style-type: none"> • Receiving and Processing the RTI Requests, • Ensuring the timely response, Fee Determination and Communication • Appeal Process • Quarterly Returns, Annual Returns • Transparency Audit • Coordination for Appeal Disposal with FAA. • Liaison with Other Departments <p>Overseeing the tendering Process pertaining to the Admin department:</p> <ul style="list-style-type: none"> • As a user / indenting department, Processing of tendering, scope of work for the following services: <ul style="list-style-type: none"> ▪ Transportation ▪ Manpower outsourcing ▪ Housekeeping ▪ Shops, Cafeteria, Canteen ▪ Medical services, etc. <p>Overseeing the Contract Management of the following services:</p> <ul style="list-style-type: none"> ▪ Transportation ▪ Manpower outsourcing ▪ Housekeeping ▪ Shops, Cafeteria, Canteen ▪ Medical services, etc. <p>Preparation of Annual Budget (RE & BE) -pertaining to the Admin Department Dealing with Internal/External Auditors, such as CAG and the Ministry of Education, pertaining to the Admin Dept. (Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>	

Post Code: R – 202

Sl. No.	Particulars	Details
1	Name of the Post	Administrative Officer - Store & Purchase
2	Number of Posts	01 (UR)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Post-Graduate degree/ MBA/ PGDM in any Business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade. Proficiency in computer operations, including MS Windows, MS Office, data management, etc., is a must.</p> <p>Experience: Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions/ Universities.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: Procurement Management</p> <ul style="list-style-type: none"> Manage the end-to-end purchase cycle, including requisition processing, vendor selection, purchase order issuance, and order closure Conduct comprehensive technical and financial evaluations of bids and tenders Prepare comparative statements and analysis for procurement decisions Ensure timely procurement of goods and services to meet institutional requirements Implement procurement strategies to achieve cost optimization without compromising quality Coordinate with user departments to understand requirements and specifications <p>Tender and E-Procurement Operations</p> <ul style="list-style-type: none"> Float tenders and manage complete e-tendering processes on government portals. Execute procurement activities through the Government e-Marketplace (GeM) portal. Handle tender operations on the Central Public Procurement (CPP) portal. Prepare tender documents, terms and conditions, and technical specifications. Ensure compliance with e-procurement guidelines and government regulations. Manage pre-bid meetings, bid opening, and evaluation processes. 	

Inventory and Warehouse Management

- Oversee receipt, inspection, storage, and distribution of all goods and materials.
- Maintain optimal inventory levels of spares, equipment, consumables, and supplies.
- Implement efficient storage systems and warehouse management practices.
- Coordinate material distribution to various departments and campus facilities.
- Monitor stock movements and ensure material availability for institutional projects.
- Manage inventory turnover and minimize obsolescence.

Financial Control and Budget Management

- Monitor and control the purchasing department budget.
- Ensure all procurement activities remain within approved budgetary allocations.
- Maintain cost-effectiveness through strategic sourcing and negotiations.
- Process invoices, verify bills, and coordinate with the finance department for payments.
- Prepare financial reports related to procurement and inventory.

Compliance and Documentation

- Maintain accurate and comprehensive procurement records and documentation.
- Update and manage the Fixed Asset Register in accordance with institute policies.
- Conduct periodic physical stock verification and reconciliation exercises.
- Ensure zero discrepancies through systematic stock-taking procedures.
- Prepare reports for internal and external audits.
- Ensure compliance with General Financial Rules (GFR), Central Vigilance Commission (CVC) guidelines, and institutional purchase policies.
- Maintain proper filing and archival of procurement documents.

Vendor Management and Relationship Building

- Identify, evaluate, and empanel reliable vendors and suppliers.
- Develop and maintain strategic relationships with vendors to ensure quality and timely delivery.
- Negotiate favorable terms and conditions with suppliers.
- Monitor vendor performance through periodic evaluations.
- Maintain the approved vendor database and update vendor information.
- Resolve vendor-related disputes and ensure smooth supply chain operations.
- Conduct vendor development activities when required.

Coordination and Reporting

- Coordinate with various academic and administrative departments for procurement planning.
- Prepare periodic reports on procurement activities, inventory status, and budget utilization.
- Participate in meetings and provide inputs on procurement-related matters.
- Supervise and guide subordinate staff in the stores and purchase department

(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).

Post Code: R – 203

Sl. No.	Particulars	Details
1	Name of the Post	Administrative Officer -Student Affairs & Hostel
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.

6	Educational & Other Qualifications	<p>Educational Qualification: Post-Graduate degree/ MBA/ PGDM in any Business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade. Proficiency in computer operations, including MS Windows, MS Office, and data management, etc, is a must.</p> <p>Experience: Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions / Universities.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> Lead Student Affairs Office operations and supervise SAC/Hostel Office staff; ensure service standards and turnaround times. Develop and implement SOPs for student life operations, committee governance, event approvals, and crisis response. Oversee budgets, procurement coordination, and vendor/contract tracking relevant to student affairs and hostels. Drive grievance redressal and incident management frameworks; ensure documentation and reporting to the competent authority. Coordinate compliance processes (anti-ragging, support coordination, safety audits) with relevant offices. Prepare analytical reports/dashboards for leadership review; manage stakeholder communication and escalation. <p>Specific:</p> <ul style="list-style-type: none"> Oversee the strategic planning and execution of student events, including conclaves, annual fests, social, cultural, and sports activities, ensuring adherence to approval and procurement protocols. Provide leadership in managing budgets, overseeing mess bills, verifying financial transactions, and maintaining comprehensive financial records to support audits and optimize resource utilization. Supervise the maintenance of health insurance records, streamline claim processes, and ensure timely renewal of policies. Offer strategic counselling and mentorship to students, addressing emotional challenges, resolving conflicts, and managing hostel-related concerns. Lead coordination efforts with hostel staff and external vendors to uphold cleanliness, food quality, and security standards while evaluating staff performance. Oversee documentation and record-keeping processes, ensuring effective digitalization to enhance accessibility and operational efficiency. Establish strong partnerships with teams across transport, admissions, and placement to 	

	<p>address student-related issues, secure sponsorships, and maintain vendor relationships.</p> <ul style="list-style-type: none"> • Ensure institutional compliance with government directives by supervising student bodies, facilitating elections, and providing strategic guidance to student organizations. • Implement and enforce disciplinary measures, lead investigations, and support disciplinary committees to uphold institutional policies and standards. • Promote a supportive and positive campus environment by proactively addressing student needs and fostering a culture of well-being and engagement. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	--

Post Code: R – 204

Sl. No.	Particulars	Details
1	Name of the Post	Administrative Officer - IPM & MSDSM
2	Number of Posts	01 (UR)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Post-Graduate degree/ MBA/ PGDM in any Business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade. Proficiency in computer operations, including MS Windows, MS Office, and data management, etc., is a must.</p> <p>Experience: Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions / Universities.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: For IPM:</p> <ul style="list-style-type: none"> • Overall responsibility, supervision, and monitoring of the IPM department. • Implementation and follow-up action on the policy implementation at the program level. • To coordinate with the Dean, Chairperson and the other departments for the smooth functioning of the IPM office. • To organize events/ activities as per the department's requirements. 	

- Preparing the Budget for the program
- Handling of day-to-day operations/activities of IPM such as preparation of academic calendar, scheduling of classes, conduct of exams, results preparation and student matters, etc.
- Engage with key stakeholders on a regular basis
- Identify and mitigate risks throughout the program lifecycle, proactively solving problems
- Drafting official correspondence, circulars, and notices
- Data handling, reporting, and documentation
- Coordination of admissions, registrations, examinations, and convocation activities
- Act as a key link between faculty, administration, and students
- Handle sensitive academic data and decisions
- Ability to manage multiple batches
- Fees collection and reconciliation
- Handling Audit observations related to the department
- Monitoring the attendance sheets of the students
- Preparing the invitation letters for guests and the Visiting faculty.
- Reviewing the course materials for distribution
- Preparing the RTI replies and providing data to departments, as and when required.
- Handle convocation-related activities, like preparation of the degree, marksheet, medals, etc.
- Collection and processing of faculty feedback.
- Any tasks related to the management of academic programmes

For MSDSM:

- Admissions Management: Overseeing the complete admissions cycle from advertisement and applications to selection, offer letters, and student onboarding, including record management.
- Academic Scheduling & Faculty Coordination: Planning class schedules, academic calendars, and coordinating with in-house and adjunct faculty, including travel and accommodation arrangements.
- Inter-Institutional Coordination: Acting as the administrative contact between IIM Amritsar and IIT Ropar for all MSDSM programme-related activities.
- Academic Resources & Procurement: Managing procurement and availability of books, case studies, software, and academic materials, including inventory control.
- Examinations & Evaluation: Organising examinations, coordinating paper setting and evaluation, ensuring confidentiality, and timely declaration of results.
- Student Administration: Managing student records, attendance, leave, grievances, disciplinary matters, and student welfare coordination.
- Convocation & Academic Records: Handling convocation processes, preparation of grades, transcripts, degrees, certificates, and maintenance of academic records.
- Inter-Departmental Coordination: Coordinating with academic, finance, HR, hostel, library, IT, and other departments for smooth programme operations.
- Office Management & Supervision: Supervising programme office staff, managing office operations, documentation, digital records, and official communications.
- Governance, Compliance & Programme Administration: Supporting governance processes, ensuring regulatory compliance, managing digital systems, financial coordination, reporting, and programme events

(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).

Post Code: R – 205

Sl. No.	Particulars	Details
1	Name of the Post	Administrative Officer - EMBA & Doctoral Program
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Post-Graduate degree/ MBA/ PGDM in any Business-related area (minimum two-year course) from a recognized and accredited University/Institute with a minimum of 60% marks or equivalent grade. Proficiency in computer operations, including MS Windows, MS Office, and data management, etc., is a must.</p> <p>Experience: Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions/ Universities.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: For EMBA:</p> <ul style="list-style-type: none"> • Overall responsibility, supervision, and monitoring of the EMBA department. • Managing relationships with Edu-tech partners for admissions, classes, exams, etc. • Implementation and follow-up action on the policy implementation at the program level. • To coordinate with the Dean, Chairperson and the other departments for the smooth functioning of the EMBA office. • To organize events/ activities as per the department's requirements. • Preparing the Budget for the program • Handling of day-to-day operations/activities of EMBA, such as preparation of academic calendar, scheduling of classes, conduct of exams, results preparation and student matters, etc. • Engage with key stakeholders on a regular basis • Identify and mitigate risks throughout the program lifecycle, proactively solving problems • Drafting official correspondence, circulars, and notices 	

- Data handling, reporting, and documentation
- Coordination of admissions, registrations, examinations, and convocation activities
- Act as a key link between faculty, administration, and students
- Handle sensitive academic data and decisions
- Ability to manage multiple batches
- Fees collection and reconciliation
- Handling Audit observations related to the department
- Monitoring the attendance sheets of the students
- Preparing the invitation letters for guests and the Visiting faculty.
- Reviewing the course materials for distribution
- Preparing the RTI replies and providing data to departments, as and when required.
- Handle convocation-related activities, like preparation of the degree, marksheet, medals, etc.
- Preparation and collection of the course feedback
- Reviewing the social media handles of the EMBA program.

For Doctoral Program:

The Administrative Officer will be responsible for the overall administration and operational management of the Doctoral Program and Postdoctoral Fellowship Program, including coordination of admissions, coursework planning, comprehensive examinations, thesis proposal reviews, research seminars, and viva voce processes. The AO will serve as the nodal point of contact for faculty, doctoral program committee, and students, ensuring the timely implementation of academic policies and regulations. The AO is also expected to manage fellowship disbursement, contingency grants, assistantship allocations, and compliance with institute and statutory norms.

(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).

Post Code: R – 206

Sl. No.	Particulars	Details
1	Name of the Post	Assistant Librarian
2	Number of Posts	01 (UR)
3	Classification	Group-A
4	Scale of Pay	Pay Level-10 (56100-177500)
5	Age Limit	Not exceeding 45 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p><u>Educational Qualification:</u> Graduate Degree in Library Science or Library and Information Science from a recognized University / Institute with a minimum of 60% marks or equivalent grade.</p> <p><u>Experience:</u> Minimum 10 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 4 years should be in Pay Level – 7/equivalent or above or 8 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions / Universities.</p>

		<p>OR</p> <p>Master's Degree in Library Science or Library and Information Science from a recognized University / Institute with a minimum of 60% marks or equivalent grade.</p> <p>Experience: Minimum 8 years of overall experience in the relevant area as on the closing date of receipt of applications, out of which at least 2 years should be in Pay Level – 7/equivalent or above or 6 years should be in Pay Level – 6/equivalent or above in Central Government/State Government/ Autonomous Bodies/ Centrally Funded Educational Institutions / Universities.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage and oversee the overall functioning of the Library, ensuring efficient delivery of library services to all users. • Formulate, implement, and monitor library policies, procedures, rules, and service standards. • Acquire, organize, manage, and provide access to library resources in print and digital formats, ensuring that library services effectively meet user needs. • Develop and manage electronic resources, library automation systems, and digital library services. • Planning, budgeting, implementing, and administering library operations. Monitoring the financial regularization and maintenance of library accounts, and supporting the administrative and budgetary functions of the Library. • Supervise and guide library staff, allocate duties, monitor performance, maintain discipline, and ensure smooth operations. • Provide reference, research support, and user assistance services. • Plan and conduct orientation programmes, user education initiatives, and awareness activities. • Coordinate with academic departments, administration, vendors, publishers, and external agencies for effective resource and service management. • Continuously upgrade and modernize library systems, including adoption of the latest tools, technologies, and best practices. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>	

Post Code: R – 301

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent - Administration
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> Managing Travel Desk operations, including handling of Institute and third-party vehicles; maintaining running and preventive maintenance logs; ensuring timely breakdown repairs; deploying vehicles and drivers for Institute/Faculty/Staff requirements; ensuring statutory compliance of vehicles as per GoI norms; and scrutinizing, certifying invoices and processing related payments. Coordinating with authorized travel agencies for train/air/car bookings for officials and visitors; scrutinizing, certifying invoices and processing payments. Managing housekeeping operations of the Institute campus, including deployment of manpower, maintenance of attendance records, and processing of related payments. Handling procurement of cleaning supplies, monitoring consumption, and ensuring timely replenishment. Managing day-to-day Health Centre operations, including procurement of medical services and coordination of ambulance-related services. Managing Guest House operations and hospitality arrangements; scrutinizing, verifying and certifying bills/invoices and processing related payments. Coordinating with stakeholders for organizing events such as conclaves, cultural festivals, inaugurations, convocations, etc., including hotel bookings, logistics and related administrative arrangements. Coordinating with vendors for special events/meetings; executing and monitoring related procurement/tender processes in coordination with the Purchase Office. Coordinating and processing matters related to Institute-owned/leased properties, electricity and other statutory payments, including minor repair works. 	

	<ul style="list-style-type: none"> Initiating procurement activities related to assigned duties, including contract execution, monitoring and associated administrative processes. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	---

Post Code: R – 302

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Human Resources
2	Number of Posts	01 (EWS)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Assist in manpower planning and execution of recruitment processes for Faculty/Non-teaching positions in accordance with Government of India rules, Institute Recruitment Rules, and applicable statutory provisions. Coordinate the complete recruitment cycle, including the issue of advertisements, processing of applications, scrutiny of applications, scheduling of examination, issuance of admit cards, seating arrangement and conduct of written examinations/skill tests, interviews, preparation and declaration of results, ensuring compliance with Recruitment Rules, reservation policies, and prescribed procedures. Provide comprehensive administrative, logistical, and documentation support to Recruitment and Selection Committees, ensuring adherence to applicable rules, guidelines, and approval hierarchies. Assist in drafting and preparation of recruitment-related notes, agenda items, minutes of meetings, comparative statements, and approval documents in compliance with Recruitment Rules, reservation norms, and audit requirements. Manage employee onboarding processes, including issuance of appointment letters, completion of joining formalities, induction coordination, and creation of employee

	<p>records as per CCS (Conduct) Rules, CCS (CCA) Rules, NPS rules, and Institute regulations.</p> <ul style="list-style-type: none"> • Handle employee offboarding activities, including processing of resignations, coordination of clearance formalities, and maintenance of separation records in accordance with CCS (CCA) Rules, Gratuity Rules, NPS guidelines, and Institute policies. • Assist the HR Head and employee in service matters related to leave, promotion, disciplinary proceedings, and service records, in accordance with CCS (Leave) Rules, promotion rules, and other applicable Government instructions. • Prepare, compile, and submit Ministry-related information, data, and reports to the Ministry of Education and other authorities in compliance with Government reporting formats and timelines. • Maintain, update, and monitor HR databases, including employee master data, recruitment records, reservation/roster data, promotion records, and Ministry information, to ensure statutory compliance, data integrity, and audit readiness. • Assist in timely and accurate responses to audit observations, inspections, and RTI queries pertaining to HR and recruitment matters with reference to applicable Government rules and regulations. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	---

Post Code: R – 303

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – MBA Program
2	Number of Posts	01 (ST)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment

9	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinating the Academic Calendar with other academic activities during the academic year and preparing an elective term-wise course schedule well in time. • Coordinate with the instructors and provide them with the details of the class mix (attendance, profile, etc.) and class schedule. • Oversee the examinations, conduct the quizzes smoothly, and arrange the question paper and rollout • Oversee the scholarship-related documentation, verification of applications and coordination with the offering organization. • Coordinate with the concerned departments (Audio/Visual Dept, Housekeeping Office, Accounts, etc.) for their day-to-day support for the smooth functioning of the program. • Arrange the electives registration/bidding, and ensure the term-wise academic requirements for course credit and electives opted by each student. • Ensuring the timely distribution of term-wise books and study material. • Ensuring term-wise course grades are distributed to each student and the grade sheet at the end of the year. • Ensuring the classroom setup and upgrading it for high-tech tools usage. • Ensuring proper analysis and compilation of the feedback for circulation for each course/subject at the end of the term. • Ensuring proper budgetary planning and adherence to the financial plan. • Coordinate with visiting faculty members for (travel, classes, payments, etc.) and ensure the smooth functioning of programs and teaching at the Institute. • Coordinate meetings as and when required. Overall, the academic administration of the program office includes interacting with students to resolve their day-to-day issues. • Well-versed in working with MIS, ERP systems, databases, institutional software applications, MS Office, and Google Workspace tools. • Work closely with the MBA Program Chairperson, Dean Academic program, etc., and provide information about policies and norms. Maintain the updated Manual, and adhere to it for the day-to-day administration and decision-making. • Supervising and grooming the department associates into the program's interests and the Institute. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
---	--

Post Code: R – 304

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Integrated Program in Management (IPM)
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.

6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> Assisting in the work related to admissions, preparation of academic calendars, class scheduling, and management of course materials. Assist in the organization of events/ activities as per the department's requirements, such as batch inauguration, convocation, etc. Assisting in the conduct of examinations by allocating invigilators. Following up with the faculty members for exam-related requirements. Assisting in the day-to-day administration of the IPM program. Maintaining student records, updating databases, drafting correspondence, and preparing reports. Assisting in travel & accommodation plans of visiting /guest faculty. Preparing internal official documents Assisting in Registration and enrolment of students Assisting in the distribution of course materials and textbooks Updating portal for Fees collection and reconciliation Attendance sheets preparation, updation and verification Updating the IMS portal for grades and attendance. Coordinating with the transportation team for the travel of the guests and visiting faculty. Processing of bills and honorarium for guests and visiting faculties Assisting in preparing data as and when required. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>	

Post Code: R – 305

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – MSDSM
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)

5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <p>Admissions Support</p> <ul style="list-style-type: none"> Assisting in advertisement circulation, application processing, data entry, and documentation. Supporting shortlisting processes and interview scheduling. Maintaining applicant records, databases, and admission files. Assisting in student onboarding formalities and document verification. <p>Academic Scheduling & Coordination</p> <ul style="list-style-type: none"> Assisting in the preparation of class schedules and timetables. Coordinating logistics with in-house and adjunct faculty under supervision. Supporting travel, accommodation, and hospitality arrangements for visiting faculty. <p>Faculty Support</p> <ul style="list-style-type: none"> Providing administrative support to visiting and adjunct faculty. Assisting in coordination for IIM Amritsar faculty visits (stay, transport, schedules). Maintaining faculty records and communication logs. <p>Academic Material & Procurement Support</p> <ul style="list-style-type: none"> Assisting in requisition and procurement processes for books, cases, and study materials. Maintaining inventory and distribution records of academic resources. <p>Examination Support</p> <ul style="list-style-type: none"> Assisting in exam scheduling and logistics. Coordinating the collection and distribution of question papers. Supporting evaluation processes and result compilation. Maintaining exam records and confidentiality protocols. <p>Student Affairs Support</p> <ul style="list-style-type: none"> Maintaining attendance records and student leave data. Processing student applications/requests. Assisting in documentation for disciplinary and grievance matters. <p>Convocation & Records</p> <ul style="list-style-type: none"> Supporting preparation of grade sheets, mark statements, certificates, and student records. Assisting in documentation and verification processes for convocation. <p>Inter-Departmental Coordination</p>	

	<ul style="list-style-type: none"> Liaising with accounts, HR, hostel, transport, library, and academic departments for student and programme-related tasks. Supporting official correspondence and file movement. <p>Office Administration</p> <ul style="list-style-type: none"> Maintaining files, registers, databases, and official records. Drafting routine communications, notices, and circulars. Supporting reporting, documentation, and compliance-related tasks. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	---

Post Code: R – 306

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Executive MBA (EMBA)
2	Number of Posts	01 (SC)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Assisting in the preparation of academic calendars, class scheduling, and management of course materials. Assisting in managing relationships with Edu-tech partners for admissions, classes, exams, etc. Assisting in the coordination of convocation-related activities Handle queries related to the online classes, attendance, etc. Providing the required support to the tech partner for running the program smoothly. Assisting in the conduct of online examinations by allocating invigilators. Following up with the faculty members for exam-related requirements. Assisting in the day-to-day administration of the EMBA program. Maintaining student records, updating databases, drafting correspondence, and preparing reports. Assisting in travel & accommodation plans of visiting /guest faculty. Preparing internal official documents

	<ul style="list-style-type: none"> Assisting in Registration and enrolment of students Updating portal for Fees collection and reconciliation Attendance sheets preparation, updation and verification Updating the IMS/Moodle portal for grades and attendance. Coordinating with the transportation team for the travel of the guests and visiting faculty. Processing of bills and honorarium for guests and visiting faculty Assisting in preparing data as and when required. Preparing & managing the social media post for the EMBA office. Providing support to the HOD to run the department smoothly. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	--

Post Code: R – 307

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Placement & Corporate Relations
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Assisting HOD Placements in driving tie-ups with top-notch companies. Developing placement policies, benchmarking, and norms for the career development of students. Manage functions of Identifying, engaging, and coordinating with corporates for internship and full-time placement opportunities. Manage the entire placement process for the companies recruiting from the Campus with the support of a student placement team.

	<ul style="list-style-type: none"> • Manage all student placement-related activities from Job postings and applications, managing the Placement Automation System, the database of students, the audit process, etc. • Connecting with Alumni for networking, feedback, advocacy, volunteerism, and student placement opportunities. • Maintaining a database of companies and establishing strategic links for campus recruitments. • Preparing annual placement reports, presentations, brochures, analysis, etc. and coordinating with the Student Placement Committee and vendors related to placement activities. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	--

Post Code: R – 308

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent - Dean's Office
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> • Provide secretarial and administrative assistance to the Deans, including drafting correspondence, preparing notes, maintaining files, and managing records. • Manage the office of the Dean's, including scheduling appointments, handling telephone/email communications, and managing official calendars. • Coordinate meetings, committees and official events; arrange venues, prepare agendas, circulate minutes, and ensure follow-up on decisions taken. • Handle matters related to general administration, academic coordination, personnel, procurement, finance, and other institutional activities as assigned by the Deans. • Maintain office records, registers, databases, and documentation in both physical and digital form, ensuring proper indexing and retrieval.

	<ul style="list-style-type: none"> Process files, purchase requisitions, bills, and related documentation through appropriate administrative channels in accordance with Institute/Government rules. Assist in the preparation of reports, presentations, official notes, and statutory or regulatory submissions. Maintain inventory of office supplies and ensure timely procurement as per prescribed procedures. Handle confidential and sensitive matters with integrity and discretion. Liaise with internal departments, faculty members, students, and external stakeholders. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	--

Post Code: R – 309

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Alumni, MPR and IR
2	Number of Posts	01 (SC)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Administrative support for Media & Public Relations activities. Coordination of alumni relations activities, alumni meets, and database management. Coordination with internal departments, alumni chapters, and external stakeholders. Drafting official correspondence, notes, reports, and documentation. Supporting institutional events, conferences, and outreach initiatives. Maintaining records, files, approvals, and compliance documentation. Administrative support for International Relations (IR) activities. Identify, initiate, and coordinate academic and strategic partnerships with reputed international universities and institutions. Facilitate the drafting, processing, and execution of Memoranda of Understanding (MoUs) and Agreements, and maintain a repository of all active and expired partnerships.

	<ul style="list-style-type: none"> • Ensure timely renewal, follow-up, and compliance of MoU deliverables. • Design and coordinate inbound and outbound student exchange programs (short and long term) • Liaise with partner institutions, internal stakeholders, and students and faculty to manage all logistical, academic, and administrative aspects of exchange programs • Develop IR-related promotional materials, presentations, and reports to enhance the global visibility of IIM Amritsar <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	---

Post Code: R – 310

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Admission
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description: <ul style="list-style-type: none"> • Oversee the overall execution of the admissions process. • Handle coordination with internal and external stakeholders, including faculty and applicants. • Ensure adherence to admission policies and guidelines. • Manage the operational aspects of the online interview process, including logistics, scheduling, and communication. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>	

Post Code: R – 311

Sl. No.	Particulars	Details
1	Name of the Post	Junior Superintendent – Student Affairs and Hostel
2	Number of Posts	02 (01 Male - UR & 01 Female - UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: For Male Candidate:</p> <ul style="list-style-type: none"> Overall supervision of hostels (Occupancy, discipline, hygiene, facilities) in coordination with Estate & Housekeeping. Round-the-clock student welfare support; first response for medical/emergency incidents. Estate coordination with security and estate departments when required. Implementation of institute hostel rules; documentation of incidents and action taken. Manage room allotment, check-in/check-out, and inventory records, as per hostel SOPs. Coordinate with student committees; conduct regular inspections and feedback reviews. Maintain confidential records; prepare periodic reports for the Chairperson of Student Affairs. <p>For Female Candidate:</p> <ul style="list-style-type: none"> Supervise women's hostel operations: discipline, safety, hygiene, facilities, and support services. Act as first point of contact for student welfare and safety concerns; coordinate emergency response with Security/Health Centre. Support hostel processes through timely reporting and coordination. Oversee room allotment and adherence to hostel SOPs; maintain records and registers. Coordinate with Estate/Housekeeping/vendors for maintenance and service quality, conduct inspections and audits. 	

	<ul style="list-style-type: none"> Engage with student representatives to address concerns; submit monthly welfare and incident reports. <p>(Any other work/task may be assigned by the competent authority or the designated functional authority as per the Institute's delegation).</p>
--	---

Post Code: R – 312

Sl. No.	Particulars	Details
1	Name of the Post	Jr. Technical Superintendent - IT & Systems
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Three-year Diploma Course in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.C.A./B.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 4 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.E./B.Tech/M.C.A./M.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 3 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Qualification: OEM certification, such as CCNA/CCNP. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>

7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> • Maintaining and administering computer networks and related computing environments, including systems software, applications software, hardware, configurations, etc. • Performing disaster recovery operations and data backups when required. • Protecting data, software, and hardware by coordinating, planning, and implementing network security measures. • Troubleshooting, diagnosing, and resolving hardware, software, and other network and system problems. • Replacing faulty network hardware components when required. • Maintaining, configuring, and monitoring virus protection software and email applications. • Monitoring network performance to determine if adjustments need to be made. • Conferring with network users about solving existing system problems. • Operating master consoles to monitor the performance of networks and computer systems. • Coordinating computer network access and use. • Designing, configuring, and testing networking software, computer hardware, and operating system software. • Configuration and administration of network devices and security appliances • Maintain the optimum level of network security. • Handling, troubleshooting, and resolving technical problems in online classes. • Handling installation and updating required hardware/software and equipment to improve IT services. • Interacting with the various stakeholders to resolve the technical issues of IT equipment. • Providing technical support to the System Manager for maintaining the Internet /Network connectivity. • Assisting the System Manager in maintaining IT stock daily in the register. • Process bills of the IT Section. • Routine work of the computer center and any task assigned by the Sr. Manager – IT & Systems or the Competent authority from time to time. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>	

Post Code: R – 312

Sl. No.	Particulars	Details
1	Name of the Post	Jr. Technical Superintendent - Application Development
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Three-year Diploma Course in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55 % marks or equivalent grade.</p> <p>Experience: A Minimum of 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.C.A./B.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 4 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.E./B.Tech/M.C.A./M.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 3 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitments

9

Job Description:

- Excellent skills in C#, ASP.NET, PHP, Drupal, MVC, etc. Angular 6+, Bootstrap, Node.js, React, Laravel, LAMP, and WAMP, including full-stack development and management.
- Requirement analysis gathering from cross-functional departments and developing, designing, and testing applications as per the requirements to meet the business outcomes.
- Working knowledge of development tools, guidelines, and conventions, including but not limited to MSSQL/MySQL, HTML, CSS, and JavaScript.
- Integration of IPG (Internet Payment Gateway), webhook integration, Api integration with cross platforms.
- Upgrading, configuring, and debugging existing systems.
- Providing technical support for web, desktop, or mobile applications.
- Identify the areas that require modification in existing program development.
- Working with other team members and reporting officials, writing structured, scalable code using required programming languages.
- Enhance existing systems by analyzing business objectives, preparing an action plan, and identifying areas for modification and improvement.
- Develop skills and adaptation to AI, new technologies, and create SOP and test plans.
- Security audit observations and bug fixing need to be done as required, or new changes are made.
- Application and DB Backup configuration as per the ICT policy of the institute or as per requirement.
- Should be capable of handling many aspects of the application, including but not limited to performance, scalability, security, and testing.

(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)

Post Code: R – 313

Sl. No.	Particulars	Details
1	Name of the Post	Junior Engineer– Civil
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p><u>Educational Qualification:</u> <u>Three-year diploma in Civil Engineering</u> from a recognized University/Institute with a minimum of <u>55%</u> marks or equivalent grade.;</p> <p><u>Experience:</u> A Minimum of <u>5 Years</u> of experience in the relevant area as on the closing date of receipt of applications.</p> <p style="text-align: center;">or</p> <p><u>B.E./B.Tech in Civil Engineering</u> from a recognized University/Institute with a minimum of <u>60%</u> marks or equivalent grade.</p> <p><u>Experience:</u> A Minimum of <u>3 Years</u> of experience in the relevant area as on the closing date of receipt of applications.</p> <p><u>Desirable:</u></p>

		Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description: <ul style="list-style-type: none"> Supervise execution of civil works, including RCC structures, Aluminium formwork, masonry, finishing, roads, drainage, and utility services. Ensure compliance with approved drawings, BOQs, CPWD specifications, IS codes, NBC, and relevant standards. Possess sound knowledge of RCC design basics, concrete technology, mix design, and material quality testing. Monitor quality assurance and quality control (QA/QC) procedures at the site. Ensure adherence to construction safety norms, worksite safety, and hazard mitigation practices. Prepare, check, and certify measurements, MBs, RA bills, and final bills. Assist in the preparation and scrutiny of estimates, rate analysis, DPRs, and tender documents. Have working knowledge of e-procurement portals, tender evaluation, and contract conditions. Interpret architectural, structural, and service drawings and resolve site-level technical issues. Coordinate with electrical, HVAC, fire, and plumbing agencies for integrated project execution from a civil point of view. Ensure compliance with fire safety norms, accessibility standards, and green building guidelines (GRIHA-4) Plan and execute preventive and corrective maintenance of campus infrastructure. Identify structural and non-structural defects and oversee rectification during DLP and AMC periods. Maintain records of civil assets, as-built drawings, test reports, and maintenance schedules. Apply knowledge of construction materials such as cement, steel, admixtures, waterproofing systems, and finishes. Support value engineering, cost optimization, and lifecycle cost analysis. Assist senior officers in infrastructure planning, expansion projects, and campus development works. Use basic engineering software and tools such as AutoCAD, MS Excel, and project monitoring applications. Oversee works pertaining to plumbing, STP & WTP with various types of plumbing lines such as Hume-pipe, DWE Pipe, HDPE pipe, CPVC, PVC, UPVC, GI, MS, etc. Oversee Horticulture & tree plantation of the entire campus with recharging of water harvester pits. Monitor projects having Sandwich-puff panel semi-permanent structures. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>	

Post Code: R – 314

Sl. No.	Particulars	Details
1	Name of the Post	Library Information Assistant
2	Number of Posts	01 (UR)
3	Classification	Group-B
4	Scale of Pay	Pay Level-06 (35400-112400)
5	Age Limit	Not exceeding 40 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p><u>Educational Qualification:</u> Minimum Graduate degree in Library Science or Library and Information Science from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p><u>Experience:</u> Minimum 5 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Master's Degree in Library Science or Library and Information Science from a recognized University / Institute with a minimum of 55% marks or equivalent grade. • Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist the Library In-Charge/Officer in delivering library services to students, faculty, researchers, and other users. • Assist in acquiring, organizing, managing, and distributing library resources to ensure they meet user requirements. • Maintain and update library records, databases, and equipment; ensure accuracy and proper documentation. • Coordinate with academic departments and administrative units for the smooth functioning of library services. • Assist in planning and implementing library procedures, policies, workflows, and budgetary activities. • Handle routine library operations such as issue/return of books, membership management, and overdue follow-ups. • Guide users in locating reference materials and assist them in using catalog tools, databases, and digital resources. • Train and supervise junior staff, trainees, and volunteers engaged in library activities. • Prepare purchase requests, process orders, and manage receipt and distribution of library materials and supplies. • Cataloging, classification, indexing, and data entry of library materials. • Inspect library materials for damage and coordinate repairs or replacement when required. • Assist in preparing user awareness programs, displays, exhibits, and bulletin boards. • Support implementation of modern library tools, technologies, automation, and digital library services. 	

- Carry out any additional duties as assigned from time to time.

(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)

Post Code: R – 401

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Administration
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. • Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist the Supervisor/HoD in managing the Travel Desk, including operation of Institute and third-party vehicles, maintenance of running logs, preventive maintenance records, and ensuring timely breakdown repairs. • Assist the Supervisor/HoD in coordination with the authorized travel agency for train/air/car bookings for officials and visitors; scrutinize, verify, and certify invoices and process related payments. • Assist the Supervisor/HoD in overseeing housekeeping operations of the Institute campus, including deployment of site manpower, maintenance of attendance records, and processing of related payments. • Assist the Supervisor in activities related to the procurement of cleaning materials, monitoring their consumption, and ensuring timely replenishment. • Assist the Supervisor/HoD in managing day-to-day Health Centre operations, including procurement of medical services and coordination of ambulance-related services. • Assist the Supervisor in managing Guest House operations and hospitality arrangements; scrutinize, verify, and certify bills/invoices and process related payments. • Assist the Supervisor/HoD in liaison with concerned stakeholders for coordination of events such as conclaves, cultural festivals, inaugurations, convocations, etc., including management of hotel bookings, logistics, and related administrative activities. 	

	<ul style="list-style-type: none"> Assist the Supervisor/HoD in coordination with vendors for the provision of tea/coffee/snacks for staff and special events/meetings, and monitor/execute related procurement and tender activities in coordination with the Purchase Office. Assist the Supervisor/HoD in coordination and processing of matters related to Institute-owned/leased properties, electricity and other statutory payments, including coordination of minor repair works. Assist the Supervisor/HoD in the timely initiation of procurement activities related to assigned duties, including contract execution, monitoring, and related administrative processes. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	---

Post Code: R – 402

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Human Resources
2	Number of Posts	01 (ST)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description:</p> <ul style="list-style-type: none"> Provide operational and clerical support to the Junior Manager – Human Resource and Junior Associate – Administration & HR in day-to-day HR and administrative functions of the Institute. Assist in recruitment activities, including processing of applications, coordination and conduct of recruitment examinations, interviews, preparation and maintenance of recruitment records, and related documentation. Support payroll-related work by assisting in the compilation and verification of employee data, deductions, and related records, as per applicable rules and Institute procedures. Assist in handling RTI matters related to HR by compiling information, maintaining records, and supporting timely responses under the guidance of senior officers. 	

	<ul style="list-style-type: none"> Support employee welfare activities and routine service matters such as leave, service records, and employee-related correspondence in accordance with applicable rules Assist in onboarding and offboarding activities, including joining formalities, documentation, record updating, and clearance processes. Provide administrative support in event management activities organized by the Institute, including coordination, documentation, and logistical assistance. Assist in Rajbhasha (Official Language) related work, including drafting, translation support, and maintenance of records as per prescribed guidelines. Maintain and update HR records and databases, including employee master data, recruitment files, payroll-related data, and other HR documentation. Assist in ensuring timely completion of assigned tasks and support compliance with Institute procedures and applicable Government of India rules and regulations. Maintain and regularly update HR databases, including employee master data, recruitment records, reservation/roster data, and Ministry information. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	---

Post Code: R – 403

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Program (MBA)
2	Number of Posts	01 (OBC-NCL)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Assist the Supervisor & HOD in the day operation of the MBA Office. Perform administrative work, including scheduling and sorting mail for the department. Maintain/Prepare/Update complaint records and documentation on a timely basis. Overall administrative responsibility for all academic programs and operational activities, preparation of class schedules, uploading/configuring student details on the intranet portal;

	<ul style="list-style-type: none"> Attendance record: uploading/recording on Intranet or in Excel, count of sessions, audit students, and feedback collection Finance: fee collection, reconciliation/recording of fees and registration details in Excel, calculation of fine amounts, purchase indents, processing of honorarium, travel claims, bills or vouchers, calculation of budget, fee/security refund Grades & Marks: Verifying marks/grades, DCP calculation, graduation requirements, handling student queries, etc. Preparation of Certificates: Bonafide, fee structure, transcripts, fee receipts, grade sheets, etc.; Preparation of Examination files: schedule, seating plans, invigilation duty, conduct, question paper printing, exam file preparation, etc. Procurement of Study material: requirement calculation/procurement of books, cases, simulation, study material course pack, distribution, etc. Well-versed in working with MIS, ERP systems, databases, institutional software applications, MS Office, and Google Workspace tools. Coordinating with various program offices for events such as Induction and Convocation. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	--

Post Code: R – 404

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Executive MBA (EMBA)
2	Number of Posts	01 (UR)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Assisting in organizing classroom facilities and managing venue requirements.

	<ul style="list-style-type: none"> Assisting in maintaining records of students. Assisting in class scheduling and management of course materials. Assisting in the conduct of examinations. Keeping the attendance records. Assisting in the day-to-day administration of the program. Preparing drafts & correspondence. Assisting in travel plans of visiting /guest faculty. Assisting in the Fees collection and reconciliation Assisting in Registration and enrolment of students Preparing the approvals for processing of bills and honorarium for guests and Visiting faculty Preparing & managing the social media post Coordinating with Edu-tech partners. Assisting the HOD of the department for the smooth running of the department. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	--

Post Code: R – 405

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Alumni, MPR & IR
2	Number of Posts	01 (UR)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Administrative support for Media & Public Relations activities. Assisting in alumni database management and routine communication Supporting event logistics, documentation, and coordination Maintaining files and records Drafting basic correspondence and assisting senior staff Providing administrative support as required

	<ul style="list-style-type: none"> Administrative support for International Relations-related activities. Assist in data collection, reporting, and documentation for International Relations-related activities. Coordinate with academic and administrative departments and students for the smooth execution of IR-related activities. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	--

Post Code: R – 406

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Accreditation & Ranking
2	Number of Posts	01 (UR)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	Job Description:	<ul style="list-style-type: none"> Accreditation Support: Assist the Senior Manager in preparing documentation for AACSB accreditation, ensuring the timely and accurate submission of required reports and adherence to accreditation standards. National & International Rankings: Provide support in the collection, analysis, and submission of data for national and international rankings, and surveys (NIRF, AISHE, etc.), ensuring that the information submitted is accurate and timely. Data Management: Maintain and organize critical data related to accreditation and rankings, ensuring it is up-to-date, easily accessible, and aligned with institutional standards. Process Improvement: Assist in streamlining processes and workflows related to data collection, analysis, and submission for accreditation and ranking purposes. Documentation: Manage the filing, documentation, and archiving of accreditation and rankings-related materials, ensuring all information is properly stored and easy to retrieve when needed.

	<ul style="list-style-type: none"> General Office Support: Provide administrative assistance, such as scheduling meetings, organizing events, and managing communication for the Accreditation and Rankings office. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	--

Post Code: R – 407

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Student Affairs & Hostel
2	Number of Posts	02 (01 Male - SC & 01 Female - EWS)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Minimum Graduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: Minimum 02 Years of experience as on the closing date of receipt of applications.</p> <p>Desirable:</p> <ul style="list-style-type: none"> Postgraduate degree in any discipline from a recognized and accredited University/Institute with a minimum of 55% marks or equivalent grade. Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment
9	<p>Job Description: For Male Candidate:</p> <ul style="list-style-type: none"> Assist Hostel Wardens in daily hostel administration, including room allotment, check-in/check-out, and record maintenance. Serve as the first administrative point of contact for routine student hostel-related queries and record maintenance. Maintain hostel registers, incident logs, inventory records, and digital entries. Coordinate with Estate, Housekeeping, Security, and vendors for maintenance and service requests. Support implementation of hostel rules, safety protocols, and anti-ragging measures through documentation and follow-up. Assist in preparing reports, notices, and correspondence for the Hostel Office and Student Affairs. Any other task assigned by Hostel Wardens or the Chairperson, Student Affairs & Hostels. <p>For Female Candidate:</p> <ul style="list-style-type: none"> Support Student Affairs operations; committee coordination, event calendars, approvals, and logistics. Maintain records; notices, minutes, circulars, student committee files, and correspondence. 	

	<ul style="list-style-type: none"> Assist in processing reimbursements/advances, bills, vendor follow-ups, and basic budget tracking. Handle student queries, grievance logging, and tracking of closure with relevant offices (Academic/Administration/Estate/Security). Support onboarding, orientation, and compliance documentation (anti-ragging/undertakings) as assigned. Maintain SAO functioning, activities and routine tasks and prepare periodic status reports. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>
--	--

Post Code: R – 408

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Application Development
2	Number of Posts	01 (UR)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p>Educational Qualification: Three-year Diploma Course in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 3 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.C.A./B.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 2 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p>OR</p> <p>B.E./B.Tech/M.C.A./M.Sc. degree in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science & Engineering/Information Technology from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p>Experience: A Minimum of 1 Year of experience in the relevant area as on the closing date of receipt of applications.</p> <p>Desirable: Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy

8	Method of recruitment	Direct recruitment
9	Job Description: <ul style="list-style-type: none"> Must have good understanding in C#, ASP.net, PHP, Drupal, MVC, Angular 6+, Bootstrap, LAMP, and WAMP. Working knowledge of development tools, guidelines, and conventions, including but not limited to MS SQL/MySQL, HTML, CSS, and JavaScript. Upgrading, configuring, and debugging existing systems. Providing technical support for web, desktop, or mobile applications. Identify the areas that require modification in existing programs. Design banners for website pages with designing tools like Adobe Photoshop, CorelDRAW, etc. Working with other team members and reporting officials, writing structured, scalable code using required programming languages Enhance existing systems by analyzing business objectives, preparing an action plan, and identifying areas for modification and improvement. Develop skills in new technologies and create technical specifications and test plans. Should be capable of handling many aspects of the application, including but not limited to performance, scalability, security, and testing. <p>(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)</p>	

Post Code: R – 409

Sl. No.	Particulars	Details
1	Name of the Post	Junior Assistant – Electrical Engineering
2	Number of Posts	01 (UR)
3	Classification	Group-C
4	Scale of Pay	Pay Level-03 (21700-69100)
5	Age Limit for direct recruits	Not exceeding 30 Years on the closing date of receipt of applications.
6	Educational & Other Qualifications	<p><u>Educational Qualification:</u> Three-year diploma in Electrical Engineering from a recognized University/Institute with a minimum of 55% marks or equivalent grade.;</p> <p><u>Experience:</u> A Minimum of 2 Years of experience in the relevant area as on the closing date of receipt of applications.</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech in Electrical Engineering from a recognized University/Institute with a minimum of 55% marks or equivalent grade.</p> <p><u>Experience:</u> A Minimum of 1 Year of experience in the relevant area as on the closing date of receipt of applications.</p> <p><u>Desirable:</u> Experience in Institutes of national repute such as IIMs, IITs, IISERs, etc., will be preferred.</p>
7	Period of Probation, if any	Yes. 02 years for Direct recruits as per the IIM Amritsar Policy
8	Method of recruitment	Direct recruitment

9

Job Description:

- Install & maintain new electrical systems, including wiring, lighting, outlets, circuit breakers, panels, and conduits.
- Set up control systems, lighting systems, and communication cables in the buildings of IIM Amritsar.
- Install and connect electrical equipment such as motors, heating systems, air conditioning (when necessary) units, and IT & security systems.
- Ensure that all installations comply with the standard electrical procedures and regulations.
- Attend to the regular complaints related to electrical, air conditioning, various locations of IIM Amritsar, like Director's Residence, Hostels, Academic Block, Dining Area, Shopping, Cafeteria, Residential buildings, etc.
- Perform routine maintenance on electrical systems and equipment to ensure efficient operations of all the installations available at the permanent Campus, transit campus, leased building and hostels.
- Replace outdated or hazardous wiring and components to ensure safety and functionality.
- Maintain and test backup power systems, including 11 KV HT generators and battery storage.
- Use various testing devices such as Multimeters, voltmeters, earth testers, meggers and circuit testers to diagnose and troubleshoot.
- Identify causes of electrical malfunctions and determine appropriate solutions.
- Repair or replace faulty wiring, switches, fuses, and other electrical components as and when required.
- Resolve issues related to overloaded circuits, grounding, or short circuits.
- Adhere strictly to electrical safety regulations and electrical safety standards.
- Use personal protective equipment (PPE) and follow lockout/tagout (LOTO) procedures to ensure safety during repairs.
- Inspect electrical components to identify potential safety risks and take corrective action.
- Keep accurate records of work performed, materials used, and hours worked, i.e., DG set running hours, HVAC plant running hours, WTP running log book, STP running hours Log book, Diesel consumption record, Energy meter record for shopping, cafeteria, bank and residential areas.
- Prepare reports on system status, faults found, and repairs completed.
- Complete inspection logs, maintenance records, and compliance checklists.
- Maintain fire alarm systems, CCTV, and access control systems.
- Maintain the Solar Power Generating system installed on the roofs of various buildings of the Institute.
- All equipment installed in the D.G plant room, as well as outside, such as 11 KV D.G. Sets, electrical panel, batteries, oil tanks, Earthing connections, cooling tower system, and LT panels, should be checked regularly.
- Preventive maintenance of the equipment of the substation with its HT and LT panels, exposed or concealed cabling, maintenance of existing internal and external electrical installation of any kind, Geysers maintenance, cleaning and servicing of all electrical fittings and fixtures such as fan, light, exhaust fan, etc., at IIM Amritsar
- Preventive Maintenance of all the FCUs, AHUs, LT panels, Fire-fighting system, WTP, STP, HVAC, DG plant, UPS, motor starter panels, feeder pillars & street lighting system located at different places of the Institute.

(Any other work/task may be assigned by the competent authority for the designated functionary as per the Institute's delegation.)

- **Age Relaxations:** Age relaxation shall be provided to SC/ST/OBC-NCL/PwBD/Ex-servicemen as per Government of India rules from time to time.
- Preference will be given to PwBD/DAP (Differently Abled Persons) candidates, if found suitable.
- **Mode of Selection for the advertised posts is tentatively as follows:** The Institute reserves the right to decide the mode of screening and testing the applicants for shortlisting and selection. In case of any inadvertent mistake during the selection process, detected at any stage, even after issue of the appointment

letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates. The mode of Selection for various Groups of Posts is tentatively as follows:

- **For Group A candidates:** Personal Interview.
- **For Group B&C candidates:** Written and Skill Test. If required, a screening test may also be conducted to shortlist the candidates for the Written and Skill Test.

The weightage of the written test and skill test for positions in Group B & Group C will be as follows:

- For **Group ‘B’ posts - 60% (Written) and 40% (Skill Test) weightage.**
- For **Group ‘C’ posts - 70% (Written) and 30% (Skill Test) weightage.**

The Institute, at its sole discretion, will decide the zone of consideration based on the score of the written test only for the further skill test.

The Institute shall upload the syllabus for the written examination on its official website. Applicants are advised to regularly visit the Institute’s website, i.e., <http://iimamritsar.ac.in>.

APPLICATION FEES:

The application fee (non-refundable) shall be charged as follows:

Category	Application Fee
UR	Rs. 500/-
OBC-NCL / EWS	Rs. 250/-
SC / ST/ PwBD & Female candidates (all categories)	Nil

- **UR:** Unreserved / **OBC-NCL:** Other Backward Class – Non-Creamy Layer / **SC: Scheduled Caste / ST:** Scheduled Tribe / **EWS:** Economically Weaker Section.
- The application fee shall be paid through online mode only (Debit/Credit Card/Net Banking) while filling the online application form.
- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- The link for filling & submission of application(s) against the advertised non-teaching posts will be activated on the Institute website <http://iimamritsar.ac.in> with effect from **09.02.2026**.
- The candidates have to apply online only. No Hard copy of the application form is required to be sent to the Institute.
- In case any candidate is willing to apply for two or more advertised posts, then separate online application forms are required to be filled out for each applied post. Applicants are advised to apply well in time before the last date of submission of online application forms to avoid any rush at the closing date. The Institute will not entertain any request regarding non-submission of the online Application form.
- The candidates are advised to fill in the particulars carefully as the information furnished in the online application form shall be considered final, and no request for addition/alteration shall be entertained thereafter.

LAST DATE OF SUBMISSION OF ONLINE APPLICATIONS IS 01.03.2026 till 05:30 PM.

GENERAL INSTRUCTIONS:

Please read all the instructions carefully before filling out the application form.

1. A candidate applying for the above position must be a citizen of India.
2. All the Educational Qualification(s), Experience(s), Age and other eligibility criteria will be considered as on the closing date of online application forms, i.e., the last date of submission of online application form shall be treated as the cut-off date for deciding the eligibility.
3. Candidates should carefully read the Recruitment Rules as laid down in the advertisement before applying for the relevant post. Since all applications will be screened based on data submitted by candidates in the online application form, candidates must meet the requirements for the position they are applying for.
4. The applicant has to upload self-attested copies of certificates in support of their essential

qualification(s), experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate, EWS Certificate, etc., as applicable. Original certificates shall be produced at the time of the recruitment process and upon joining.

5. Persons serving in Government / Semi-Government / Autonomous Bodies / Public Sector Undertakings / Universities / Educational Institutions are required to produce a **No Objection Certificate** issued by the parent and/or present employer at the time of document verification, failing which his/her candidature will be straightaway rejected.
6. Regular employees of IIM Amritsar applying against any of the advertised positions must submit their application through the proper channel. If selected, their previous service benefits, including leave, gratuity, service records, and other entitlements, will be carried forward to the new position.
7. Merely fulfilling the minimum eligibility criteria does not entail a call for a written test/ interview for the selection. Only candidates shortlisted on the basis of better qualifications and quality of relevant experience shall be called for the written test/ skill test/ interview, etc. The authorities reserve the right not to call any applicant for the selection test or to leave the position unfilled in this round of the selection process, without assigning any reason. The Institute reserves the right to restrict the number of candidates based on qualifications/experience for the zone of consideration.
8. If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false, incomplete, or incorrect information, their candidature will be rejected/canceled/terminated immediately. The Institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at a later date.
9. Pay protection may be considered as per the Government of India norms.
10. The Institute reserves the right to increase or decrease the number of positions advertised.
11. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of the interview/test may be either a personal interview at a venue fixed by the Institute or an online mode, at the discretion of the Institute.
12. The Institute reserves the right to recruit/appoint waiting list candidates from the same selection list to fill similar positions or not to fill any or all the posts.
13. The Institute also reserves the right to defer or cancel the selection process without assigning any reason thereof. The Institute's decision in this regard will be final and binding on all applicants who respond to this advertisement. No interim communication on the status of the application will be entertained.
14. All information regarding the recruitment process will be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/access the website in time. The applicants are advised to regularly visit the Institute's website at <http://iimamritsar.ac.in> for updated information.
15. If a candidate wishes to apply for more than one post within a department, he/she need to apply separately for each advertised post.
16. All candidates, irrespective of their category, may be considered against Unreserved positions, subject to fulfillment of parameters/conditions for Unreserved candidates. However, for vacancies earmarked for specific categories (SC/ST/OBC-NCL/EWS), only candidates belonging to those categories shall be considered.
17. **For SC/ST (Schedule Caste/Schedule Tribes) Candidates:**
Candidates belonging to the SC/ST category shall have to submit the attested copy of the Caste certificate (**Annexure-I**) issued by the Competent Authority at the time of document verification.
18. **For OBC-NCL (Other Backward Class – Non-Creamy Layer) candidates:**
Other Backward Classes (OBC-NCL) candidates shall ensure that they possess the OBC-NCL certificate in the prescribed format (issued on or after 1st April, 2025) as given in **Annexure-II**.
19. **For EWS Candidates:**
EWS (Economically Weaker Section) candidates shall ensure that they possess the EWS certificate in the prescribed format (issued on or after 1st April, 2025) as given in **Annexure-III**.
The applicants who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family gross annual income is below Rs. 8.00 Lakh (Rupees Eight Lakhs only) are to be identified as EWS for the benefit of reservation for EWS. The income shall also include income from all sources, i.e., salary, agriculture, business, profession, etc., for the financial year prior to the year of application.

Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- a. 5 acres of agricultural land and above;
 - b. Residential flat of 1000 sq. ft. and above;
 - c. Residential plot of 100 sq. yards and above in notified municipalities;
 - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
20. The decision of the competent authority in all matters relating to the eligibility of the candidate, screening/skill/written test/interview and selection would be final and binding on all the candidates.
 21. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Amritsar, Punjab only.
 22. Applicants should take due care while filing online information for different positions. Once submitted online, the application cannot be altered/resubmitted under any circumstances. Further, no request to make changes to any data/ particular will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling out the application online.
 23. The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
 24. Appointment Letters issued by the Institute to the finally selected candidates shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/interview. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.
 25. Canvassing in any form and/or bringing any influence, political or otherwise, will definitely be treated as a disqualification for the post applied for.
 26. Travel Fare (to and fro) will be reimbursed to candidates on the shortest route as per the following table:

Group - A	AC 2 nd Class/Chair Car Train, or AC Bus for the interview
Group - B	AC 3 rd Class or AC Bus for the skill test
Group - C	Second Sleeper Train/Ordinary Bus for the skill test

*Note: TA will be reimbursed subject to the production of tickets only. No local conveyance and accommodation charges shall be paid.

Application Procedure:

1. The candidates are required to apply **ONLINE** only from **09.02.2026** to **01.03.2026** up to 5:30 PM.
2. For Submission of the application through online mode, please visit <https://iimamritsar.ac.in/quick-links/careers>.
3. The application fee shall be paid through online mode only (Debit/Credit Card/Net Banking) while filling the online application form.
4. The Institute also reserves the right to extend the closing date for receipt of applications.
5. While filling the application form, candidates have to upload their education certificate, experience certificate with the latest salary slip (if any) and other certificates with clear visibility. If such certificates are found missing or illegible, their candidature will be summarily rejected, and no communication will be made/entertained in this regard.
6. Incomplete applications will be summarily rejected, applications received after the last date shall not be entertained, and the Institute will not be responsible for any delay.
7. After successfully submitting an online application, candidates must take a printout of the application

form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute at the time of the written test/Skill Test/ Interview.

8. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only.
9. Correspondence, if any, from the Institute, including the written test/ interview call letter of the shortlisted candidates, shall be sent to the Email ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct Email ID. The Institute shall entertain no interim correspondence or personal inquiries.
10. For updates, please visit the Institute's website, i.e., www.iimamritsar.ac.in.
11. For any query related to the above, kindly contact recruitment@iimamritsar.ac.in.

Sd/-
Dean Administration

SC/ST Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES**

1. This is to certify that Shri/ Shrimati/ Kumari* _____ son/daughter*
 of _____ of Village/Town* _____
 District/Division* _____ of State/Union Territory* _____ belongs to
 the _____ Scheduled Caste / Scheduled Tribe* under :-

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

* **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

* **The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;**

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;

* The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

* The Constitution (Sikkim) Scheduled Castes Order, 1978;

* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

* The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

* The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*
 _____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town*
 _____ in District/Division* _____ of the State State/Union
 Territory* _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caste /
 Scheduled Tribe* in the State / Union Territory* _____ issued by the _____ dated
 _____.

3. Shri/ Shrimati/ Kumari * _____ and / or* his / her* family ordinarily reside(s)** in Village/Town*
 _____ of _____ District/Division* of the State Union Territory* of _____.

Signature: _____

Designation _____

(with seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)***" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of _____ of village/town _____ in _____ District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under:

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19- 10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5- 95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari _____ and/or his/her family ordinarily reside(s) in village/town _____ of _____ District/Division of the State/Union Territory of _____. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14th October, 2008.

Date: Place:

Signature
Designation
Official Seal

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

- (iii) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).
- (iv) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (v) Revenue Officers not below the rank of Tehsildar.
- (vi) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (vii) Administrator/Secretary to Administrator/Development Officer(Lakshadweep).

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her “family”** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____

Name _____

Designation _____

Recent Passport size
attested photograph
of the applicant

**The income and assets of the families as mentioned
would be required to be certified by an officer not
below the rank of Tehsildar in the States/UTs.**

* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

** **Note2:** The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** **Note3:** The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.