

Ref. No. IIM ASR/Rectt. -01/2025/001

Date: 04/04/2025

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

## **Advertisement for the post of Chief Administrative Officer (CAO) on Contract basis**

Indian Institute of Management Amritsar (IIMASR), an autonomous institution under the Ministry of Education, Govt. of India, invites applications from interested and eligible candidates for the post of Chief Administrative Officer (on contract) initially for a period of one year, extendable for a further period of 2 years, subject to the satisfactory performance of the incumbent and need of the Institute. The contract may further be extended by two years, in case incumbent is found suitable by the duly constituted Assessment Committee, subject to maximum age limit of 65 years.

The details are as under: -

1.	<b>Name of Post</b>	<b>Chief Administrative Officer (CAO)</b>
2.	<b>No. of Post</b>	01 (one)
3.	<b>Nature of Post</b>	On Contractual basis. The selected candidate will be offered appointment on contractual basis initially for a period of one year, extendable for a further period of 2 years, subject to the satisfactory performance of the incumbent and need of the Institute.
4.	<b>Pay Level &amp; Emoluments</b>	Pay Level 14 as per 7th CPC (Rs.1,44,200-2,18,200) on monthly consolidated emoluments.  Note: 1. The appointment will be made in Pay Level 14 on monthly consolidated emoluments, depending upon overall performance and suitability of the candidate (s) selected.  2. For Retired officers of Central Government/State Government/PSUs consolidated remuneration will be as per DOPT/DoE, MoF guidelines.
5.	<b>Reporting</b>	The CAO will directly report to the Director of the Institute.
6.	<b>Age</b>	Maximum 62 Years as on closing date of Application.
7.	<b>Key Responsibilities</b>	1. The Chief Administrative Officer (CAO) will play a pivotal leadership role in overseeing and coordinating the administrative and operational functions of the Institute. He/ she will be accountable for planning, directing, and controlling administrative activities in alignment with the rules and policies of the IIM Act 2017 (as amended from time to time) and IIM Amritsar Regulations. The

		<p>incumbent will be supported by various departmental heads and will be responsible for providing strategic direction, leadership, and guidance to ensure the smooth execution of day-to-day activities across multiple domains, including:</p> <ol style="list-style-type: none"> <li>2. Act as the primary administrative officer, overseeing all operational and strategic administrative functions of the Institute</li> <li>3. Assist the Director in the day-to-day management and execution of administrative responsibilities</li> <li>4. Supervise and ensure effective management of all Institute operations, including office administration, personnel management, and compliance with statutory requirements</li> <li>5. Serve as the primary liaison for public relations, official visitors, and foreign delegations, ensuring proper coordination and hospitality arrangements.</li> <li>6. Act as the custodian of all official records, institutional assets, and financial resources of the Institute</li> <li>7. Exercise administrative and financial powers as delegated by the Board/Director</li> <li>8. Manage legal affairs of the Institute, ensuring compliance with applicable laws and regulations</li> <li>9. Serve as the First Appellate Authority in matters related to the Right to Information (RTI) Act, handling appeals and ensuring transparency in governance</li> <li>10. Prepare and present the annual reports of the Institute for submission to relevant authorities and stakeholders.</li> <li>11. Respond to Parliament Questions from Lok Sabha, Rajya Sabha, and Parliamentary Committees, providing necessary information and reports as required</li> <li>12. Oversee budgetary control and expenditure management, ensuring financial discipline and compliance with policies and ensure that the Institute's budget and annual financial accounts are prepared accurately and within the stipulated time frame.</li> <li>13. Oversee logistical and administrative arrangements for academic conferences, workshops, and events hosted by the Institute.</li> <li>14. Ensure seamless coordination of the Institute's annual convocation ceremony, collaborating with faculty, students, and external dignitaries</li> <li>15. Assume overall responsibility for estate management, security, transport, procurement, and community welfare initiatives</li> </ol>
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<b>8.</b>	<b>Essential Qualifications</b>	<p>A. Post Graduate Degree in any discipline from a recognized University/Institute or Chartered Accountant/ Cost Accountant/ Company Secretary with good academic records.</p> <p style="text-align: center;">OR</p> <p>B. Graduate Degree in any discipline from a recognized University/Institute</p>
<b>9.</b>	<b>Desirable</b>	Qualification in areas of Management / Law.
<b>10.</b>	<b>Experience</b>	<p>1A. Applicants having Post Graduate/ Chartered Accountant/ Cost Accountant/ Company Secretary degree should have minimum 20 years of administrative experience in a senior position in Educational Institutions of higher learning/ Government Organizations/ Defence/ Public Sector Undertakings/ Autonomous Bodies and Commercial organizations of repute. Out of the total 20 years of experience, the candidate should have at least 05 years of working experience in pay level – 13 and above.</p> <p style="text-align: center;">OR</p> <p>1B. Applicants having Graduate degree should have Minimum 25 years of administrative experience in a senior position preferably in Educational Institutions of higher learning/ Government Organizations/ Defence/ Public Sector Undertakings/ Autonomous Bodies and Commercial organizations of repute. Out of the total 25 years of experience, the candidate should have at least 05 years of working experience in pay level – 13 and above or at least 08 years of working experience in pay level – 12 and above .</p> <p>2. Retired/Voluntary retired officers of Central Government/State Government from minimum pay level-14 of 7<sup>th</sup> CPC &amp; higher or its equivalent level in Defence/Public Sector Undertakings/ Autonomous Bodies having sound health below 62 years of age may also apply, if they fulfil the essential qualification &amp; experience criteria and are willing to work on contract basis on consolidated emoluments as per DOPT guidelines.</p>
<b>11.</b>	<b>Desirable Attributes</b>	<p>The candidate should possess:</p> <ol style="list-style-type: none"> <li>1. Excellent communication and interpersonal skills, with the ability to interact effectively with multiple stakeholders, including government officials, faculty, staff, and students.</li> <li>2. Strong decision-making ability to resolve administrative and operational challenges efficiently.</li> <li>3. A strong understanding of financial management, procurement, personnel administration, and legal matters.</li> </ol>

		<ol style="list-style-type: none"> <li>4. Hands-on experience in conducting Board meetings, preparing agenda notes, and recording minutes.</li> <li>5. Expertise in campus administration, infrastructure development, and policy implementation.</li> <li>6. A keen interest in contributing to the governance and development of an esteemed educational institution.</li> <li>7. Proficiency in government financial rules and Public Procurement Policies, including: Government e-Marketplace (GeM) portal, General Financial Rules (GFR), Fundamental Rules (FR) and Supplementary Rules (SR), Relevant Central Government regulations and procedures</li> <li>8. Knowledge of legal and compliance frameworks related to higher education institutions and government organizations.</li> </ol>
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## **GENERAL CONDITIONS**

**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. The selected candidate (s)/Applicants (s) will be engaged on contract basis initially for a period of 01 (One) year, extendable further two years (on year-to year basis), subject to satisfactory performance of the incumbent & need of the Institute. The contract may further be extended by two years (on year-to year basis), in case the incumbent is found suitable by duly constituted Assessment Committee, subject to maximum age limit of 65 years.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of qualifications and/or experience.
4. The date for Interview will be communicated later to the shortlisted candidates through email only. Candidates are required to mandatorily mention their email ID in the application form. The candidates are also advised to check their emails regularly.
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of final selection process along with one set of photocopies of these documents.
6. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application along with relevant documents 'Through Proper Channel' or should produce 'No Objection Certificate' from the present employer at the time of Interview, if called for the same. The said clause is not applicable to the Retired/Voluntary retired officers.
7. Candidates applying through proper channel may send an advance copy of their application along with all the required documents be sent through speed post/courier in the envelope super scribed as 'Application for the post of Chief Administrative Officer (CAO)' to Senior Manager – Administration & HR, Indian Institute of Management Amritsar, Village – Manawala, Post

Office – Jandiala Guru SO, Amritsar, Punjab – 143115 within 07 days from closing of online recruitment portal, hard copy of the application along with requisite documents not received on due date shall not be considered for further processing.

8. Crucial date for determining the age limit & eligibility criteria shall be the closing date for the receipt of online applications.
9. Selection Process- through Interview, which may be conducted either through online mode or physical mode.
10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
11. Applicants are advised to visit the website of IIM Amritsar ([https:// www.iimamritsar.ac.in](https://www.iimamritsar.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
12. The CAO has to stay at Amritsar only and he/she has to make arrangement for accommodation at his/ her cost.
13. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires
16. No interim correspondence will be entertained or replied to.
17. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
18. Legal disputes if any will be restricted within the jurisdiction of Amritsar only.
19. The selected candidate (s) i.e. CAO will be eligible for 02 days leave for each completed calendar month of service. Accumulation of leave beyond a calendar year may not be allowed.
20. The CAO shall not take up any other assignment of any nature during the period of his/her engagement in the Institute.
21. The CAO shall abide by the rules and provisions contained under IIM Act & IIM Rules and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in the Institute.
22. The engagement/contract shall automatically stand terminated at the end of engaged period unless extended by the Institute on mutual consensus by both i.e. CAO and the Institute. The contract may be terminated by giving one month notice by either side. In the event of premature

termination of contract without advance notice of one-month notice, an amount of remuneration equivalent to one month notice CAO's remuneration shall have to be given by the Institute or to the Institute by the CAO as per the case. In the event of the termination of the Contract, the remuneration will be paid on pro-rata basis as per attendance during the notice month.

**23. The candidates are required to apply ONLINE only from 04<sup>th</sup> April 2025 to 24<sup>th</sup> April 2025 up to 05:30 PM.**

24. For submission of application through ONLINE MODE, please visit: <https://iimamritsar.ac.in/quick-links/careers>

25. For any query related to above, kindly contact on [recruitment@iimamritsar.ac.in](mailto:recruitment@iimamritsar.ac.in) .

26. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days.

For updates, please visit the Institute's website, i.e., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in)

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