



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Non-Teaching posts on a contract basis in IIM Tiruchirappalli (Advertisement No. EST-II/A-02/2024/002, Dated:16.10.2024)

1. Senior Finance & Accounts Officer (On Contract)

Tenure: Up to Two Years (Extendable based on the institute's need and candidate's performance)

Salary: Consolidated salary will be fixed between Rs. 80,000/- and Rs.1,00,000/- per month based on experience and qualification.

Upper Age Limit: 63 years

Essential Qualification:

- Degree in Commerce from a recognized university/institute with knowledge of computer operations (AND) Should have passed SAS (Commercial) /SOGE (Commercial) examinations of the Indian Audit & Accounts Department.
(OR)
- CA/ICWA

Essential Experience:

- At least 5 years' post-qualification experience in Government Organizations/PSUs/Centrally Funded Educational Institutions at pay level 11 or above in Finance & Accounts Department/Section.

Other requirements:

- Must have a thorough knowledge of GFR, FR&SR, and relevant Central Government rules & procedures.

Desirable:

- Proficiency in Computer operations and the Internet, and relevant experience in any IIM /IIT/NIT/IIIT and other centrally funded institutes of national repute.

Job Profile:

- Manage the Institute's accounting, auditing, budgeting, finance, and other related activities.
- Guide the officials in the Accounts Department of the Institute in matters relating to Accounting procedures, budget, and Control systems, computerized accounting systems, etc.
- Primarily responsible for getting the Institute's account audited as per the Government of India rules.
- Ensure filing of periodical returns under tax and financial statutes applicable to the Institute.
- Manage the Institute's investment portfolio.
- Guide officials on matters related to the Central Civil Service Rules.
- Send periodic statutory reports and other reports to as per requirement
- Any other tasks assigned as per the requirement of the institute.

The Institute encourages recently retired people from CAG / IA&AD / Government / PSUs / Govt. Autonomous Institutes / Bodies to apply.



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2. Placement Officer (On Contract)

Tenure: Two Years (Extendable based on the institute's requirement and candidate's performance)

Salary: Consolidated salary will be fixed between Rs. 70,000/- and Rs. 90,000/- per month based on experience and qualification.

Upper Age Limit: 50 years.

Essential Qualification:

- MBA/PGDM from a Recognized University/premier Business School with knowledge of computer operations

Essential Experience:

- 7 to 10 years of work experience with at least five years of relevant post qualification experience and proven track record as a placement officer, business development officer, or in an equivalent role.
- Candidates with the above-stated experience from IIMs or other premier B-schools would be preferred.

Other requirements:

- Active membership in well-known HR Networking bodies
- Experience in other client-facing roles may also be considered

Key skills expected:

- Excellent Verbal and Written English Communication
- Excellent People Management and Networking Skills
- Good attention to detail and a logical thought process to analyze qualitative and quantitative data
- Ability to manage teams and deliver placement results
- Ability to analyze recruitment trends in the industry and take proactive steps to develop potential relations
- Ability to work well under pressure
- Readiness to work flexible hours during the placement season
- Proficiency in usage of MS Office suite.

Job Profile:

- Liaisoning with potential recruiters and converting those networking opportunities into campus recruitments. The job will also require the officer to travel and leverage a network of credible and reciprocal relations with potential recruiters.

Key responsibilities:

- Developing and maintaining long-term and fruitful relationships with potential recruiters.
- Strengthening the relationship with the existing recruiter base.
- Coordinating with relevant stakeholders for scheduling and logistics for various placement activities.
- Ensuring timely completion of the outgoing batch placements while maintaining ethical standards of the process and achieving a year-on-year growth in the reported statistics (of the placement report).



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3. Hindi Officer - Official Language (On contract)

Tenure: Two Years (Extendable based on the institute's need and candidate's performance)

Salary: Consolidated salary will be fixed between Rs. 55,000/- and Rs. 70,000/- per month based on experience and qualification.

Upper Age Limit: 63 years

Essential Qualification:

- Master's degree from a recognized University in Hindi, with English as a compulsory elective or subject or as a medium of examination at the degree level;
(OR)
- Master's degree from a recognized University in English, with Hindi as a compulsory elective or subject or as a medium of examination at the degree level;
(OR)
- Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects at the degree level;
(AND)
- Should know Hindi typing.

Preferable Qualification:

- Recognized diploma/certificate course in translation from Hindi to English & vice versa is preferable as an additional qualification.

Essential Experience:

- Should have experience in translation work from English to Hindi & vice-versa.
- Should have at least 8 years of experience supervising Hindi-related activities in reputed organizations.

Preferable Experience:

- The applicant working in academic institutions of National or State Importance / PSUs or Autonomous Institutes in compliance with the official language Implementation Act.

Other Skills and Abilities:

- Proficiency with Office Automation tools in English and Hindi.
- Working knowledge of MS Word and MS PowerPoint is a must and knowledge of using MS Excel is expected.
- Excellent communication and wide knowledge of Hindi and English vocabulary; should be fluent in English and Hindi.

Job Profile:

- Implement the Official Language in all sections
- Responsible of all Official Language activities, and follow the process as per the requirement of the Committee of Parliament on official language and other works related to Hindi Monitoring and Implementation of the Official Language
- Translation of IIMT website in Hindi language
- Coordination/Preparation for Rajbhasha related inspections conducted time to time by the Ministry for Education, Parliamentary Committee on Official Language and Official Language Department
- Ministry for Home Affairs, Government of India for the better implementation of Official Language & achieve the targets



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- Prepare action plans in accordance with the annual program issued by the Official Language Department, Ministry for Home Affairs, Government of India for the implementation of Official Language in the Institute
- To acquaint officers and staff of Institute with the Official Language Act, Rules and other important orders related to the implementation of Official Language and to assist and help them in the implementation of the same
- Vetting of all the translated documents, annual report/citations/research documents, etc.,
- Organization of Hindi Day/ Hindi Fortnight/ Hindi Week/Hindi Diwas for the dissemination of Official Language & holding Hindi Workshops for the employees to acquaint them with the Rajbhasha policy of the Government of India
- Any other tasks assigned as per the requirement of the institute.

4. Hindi Supervisor (on contract)

Tenure: Two Years (Extendable based on the institute's need and candidate's performance)

Salary: Consolidated salary will be fixed between Rs. 30,000/- and Rs. 40,000/- per month based on experience and qualification.

Upper Age Limit: 40 years.

Essential Qualifications:

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

(OR)

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

(OR)

Bachelor's Degree of a recognized University with Hindi and English as compulsory/elective subjects plus recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years post qualification experience of translation work from Hindi to English and vice versa in Central / State Government Offices, including Government of India Undertakings.

Essential Experience:

Two years' post qualification experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions/organizations.

(OR)

Two years' post qualification experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations /PSUs / Universities or recognized research or educational institutions.

Desirable:

- Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or three years' experience of translation work from Hindi to English and vice versa in any organization.



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- Knowledge of Sanskrit / or a modern Indian language.
- Administrative experience of organizing Hindi classes or workshops for noting and drafting.
- Knowledge of Computer Applications.

Job Profile:

- Translation work from English to Hindi and vice-versa of the various letters, orders, training material, forms, circulars, manuals, articles, annual reports, etc., used in various sections of the Indian Institute of Management Tiruchirappalli (IIMT), etc.
- Maintaining files and records for translation of all the official documents relating to Hindi.
- To prepare drafts, notes, write-ups, etc. (digitally & manually) for maps, atlases & other publications in Hindi.
- Assist the Chief Administrative Officer in dealing with correspondence with the Ministry and other central government organizations and in other activities and for smooth conduct of Hindi Day/ Hindi Fortnight/ Hindi Week, etc.
- Assist the Hindi Officer (Official Language) in implementing the Official Language in all sections, and take care of all Official Language activities.
- Vetting of all the translated documents, annual report/citations/research documents, etc.,
- To attend to other duties as may be assigned.