



Advt. No. ADVT/IIMSBP/2025/Aug/15

Date: 20/08/2025

**ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF POSITIONS
ON CONTRACTUAL BASIS AT IIM SAMBALPUR FOR DELHI CAMPUS**

The Indian Institute of Management Sambalpur invites online applications from eligible and interested candidates for various positions at its Delhi Campus, purely on a contractual basis. The online submission of applications will be open from 20.08.2025 to 10.09.2025. The details are as follows:

Sl. No.	Name of the Position	No. of Post	Pay Scale	Age (preferably)
1	Chief Corporate Relation Officer	1	Consolidated Pay	Up to 55 Years
2	Academic Officer	1	Consolidated Pay	Up to 55 Years
3	Accountant	1	Consolidated Pay	Up to 35 Years
4	Office Assistant (Program)	1	Consolidated Pay	Up to 35 Years
5	Office Assistant (Admin)	1	Consolidated Pay	Up to 35 Years

DETAILS OF ADVERTISEMENT

1. Chief Corporate Relations Officer

Qualifications & Experience: Postgraduate degree with a minimum of 15 years of experience, or a Graduate degree with at least 20 years of experience, in corporate relations, talent acquisition, and campus placements, preferably in a reputed management institute or a recognized commercial organization.

Age Limit: Candidates should preferably be not more than 55 years of age

Key Responsibilities:

- Coordinate with industry representatives on behalf of the Institute. The Chief Corporate Relations Officer will be required to engage with corporate leaders and invite for Sambalpur & Delhi campuses for various campus engagement activities.
- Promote and uphold the image of the Institute through strong and professional corporate relationships.
- Engage with companies and facilitate their participation in campus recruitment activities, including on-campus visits and virtual placement processes.
- Must be proficient in marketing the institute and fostering effective engagement with external stakeholders.
- Facilitate and coordinate with student (from both campuses) for placement, Carrier development & Corporate relations. training programs as and when required.

- Visit the IIM Sambalpur campus as and when required to support corporate relations and placement activities.

Salary and allowances: The selected candidate will be deputed at the IIM Sambalpur Delhi campus on a consolidated monthly remuneration for an initial period of one year. The contract may be renewed annually, subject to satisfactory performance review.

2. Academic Officer

Qualifications & Experience: Postgraduate degree in any discipline with minimum 55% marks or an equivalent grade point average and at least 10 years of relevant experience in academic administration, admissions, executive education, and MDP activities in any reputed management institute.

Age Limit: Candidates should preferably be not more than 50 years of age

Key Responsibilities: Responsible for overseeing all academic administration, admissions, and executive education activities of the Institute. The role includes designing, implementing, and managing academic programs, as well as coordinating with faculty members and students to ensure the timely execution of academic matters. He/She will also undertake any additional responsibilities assigned by the higher authorities and shall report to the respective Chairpersons of the assigned activities.

Salary and allowances: The selected candidate will be deputed at the IIM Sambalpur Delhi campus on a consolidated monthly remuneration for an initial period of one year. The contract may be renewed annually, subject to satisfactory performance review.

3. Accountant

Qualification and Experience: Postgraduate Degree in Commerce / MBA (Finance) / CA (Cost Accountant) with a minimum of 55% marks or an equivalent grade point average, along with at least 5 years of relevant experience in accounting, finance, budgeting, and proficiency in Tally and ERP systems, preferably in a reputed organization.

The knowledge of General Finance Rules (GFR) & Tally is essential.

Upper Age Limit: Candidates should preferably be not more than 35 years of age

Key Responsibilities: Responsible for preparing assets, liability, and capital account entries by compiling and analyzing financial data. Accountable for a wide range of financial functions, including maintenance of accounts, bill processing, budgeting, investments, and audit coordination. The incumbent will also undertake any other responsibilities as assigned by the competent authorities of the Institute from time to time. Proficiency in accounting management software such as Tally/ERP is essential.

Salary and allowances: The selected candidate will be deputed at the IIM Sambalpur Delhi campus on a consolidated monthly remuneration for an initial

period of one year. The contract may be renewed annually, subject to satisfactory performance review.

4. Office Assistant (Academic Program)

Qualification and Experience: A Postgraduate degree in any discipline with a minimum of 55% marks or an equivalent grade point average, along with at least 5 years of relevant experience in program office-related functions, of which a minimum of 2 years should be in a reputed academic institute.

The candidate should have Proficient in computer operations (MS Windows & MS Office, Excel, PPT etc.)

Upper Age Limit: Candidates should preferably be not more than 35 years of age

Key Responsibilities: Assist the concerned officials in the Program Office and other institutional activities. Responsible for maintaining filing and record-keeping systems, including confidential files and other relevant information required for departmental needs. Coordinate with faculty members and students to ensure the effective and timely delivery of academic matters. Undertake any other responsibilities assigned by the competent authorities of the Institute from time to time.

Salary and allowances: The selected candidate will be deputed at the IIM Sambalpur Delhi campus on a consolidated monthly remuneration for an initial period of one year. The contract may be renewed annually, subject to satisfactory performance review.

5. Office Assistant (Admin)

Qualification and Experience: A Postgraduate degree in any discipline with a minimum of 55% marks or an equivalent grade point average, with at least 5 years of relevant experience in office administration, record-keeping & Coordinating/organizing events, meetings, and conference in a reputed academic institute.

Upper Age Limit: Candidates should preferably be not more than 35 years of age

Job Profile: To assist the concerned officials in general administration, purchase, personnel, hostel administration, and other institutional activities. The role includes maintaining office filing and record-keeping systems, handling confidential files and departmental records, maintaining the inventory of office supplies and placing orders as required. The incumbent may also be assigned any other related tasks from time to time by the competent authority.

Salary and allowances: The selected candidate will be deputed at the IIM Sambalpur Delhi campus on a consolidated monthly remuneration for an initial period of one year. The contract may be renewed annually, subject to satisfactory performance review.

MODE OF SELECTION CRITERIA:

The selection process will be based on an interview. However, in case of receiving a large number of applications, the Institute reserve the right to shortlist candidates for the Interview through a written test or by adopting any other criteria deemed appropriate.

General Terms and Conditions:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts.
2. Interested and eligible candidates are required to submit their application in the prescribed format, along with scanned copies of their educational and experience certificates, via email to officerinchargehr@iimsambalpur.ac.in. Applications submitted through any other mode will not be considered.
3. The schedule and mode of the test/interview will be communicated exclusively via email to the shortlisted candidates. The interview may be conducted either in person at a venue decided by the Institute or through an online mode, at the discretion of the Institute.
4. Applications that are not submitted in the **prescribed format** and/or are incomplete or not accompanied by the required documents/information will be summarily rejected.
5. The appointment orders issued by the Institute shall be provisional, subject to verification of the candidate's antecedents and documents. If, at any stage, it is found that the information or documents provided are false, tampered, or misleading, or if the candidate has suppressed any material information or has doubtful antecedents/background, his/her candidature shall be cancelled, and services may be terminated without any notice.
6. Only shortlisted candidates will be contacted. Candidates are advised to clearly mention a valid email ID and contact number in their application form to ensure effective communication.
7. The last date for submission of applications is 10 September 2025.