



# चन्द्रगुप्त प्रबन्ध संस्थान पटना CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Mithapur Institutional Area, Patna-800001.

No. 103/2/2024

Date: 14.06.2024

## Advertisement for Non-Teaching Position.

Chandragupt Institute of Management Patna (CIMP), a standalone government institute in management education, consulting and research approved by AICTE, accredited by NBA and recognized by AIU, invites applications from eligible candidates on contractual basis for the following non-teaching positions to be based at CIMP/CIMP-BIIF/ CIMP Foundation:

S. N.	Name of the Position	No. of Position	Pay	Age Limit	Minimum Qualification and Experience
1	Training & Placement Officer (TPO)	01	Pay Level 10 in the 7 <sup>th</sup> CPC/Consolidated Salary	45 years	<b>Qualification:</b> <ul style="list-style-type: none"><li>• Master's Degree preferably with MBA/Post Graduate Diploma in Management.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least five years of relevant experience.</li></ul>
2	Asstt. Admission Officer	01	Consolidated upto ₹50,000/- (depending upon last salary drawn)	30 years	<b>Qualification:</b> <ul style="list-style-type: none"><li>• Master's Degree preferably with MBA/Post Graduate Diploma in Management.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least 5 years' relevant experience</li></ul>
3	Internal Auditor	01	Consolidated upto ₹50,000/- (depending upon last salary drawn)	50 years	<b>Qualification:</b> <ul style="list-style-type: none"><li>• Sound knowledge of applicable statutory compliances related to the Education Industry in connection with auditing techniques, internal auditing standards issued by IIA and ICAI.</li><li>• Certifications like Certified Internal Auditor (CIA), CISA would be an added advantage. Good working knowledge of computer applications and accounting software</li><li>• Candidates who are Members of 'Institute of Chartered Accountants of India / Institute of Cost &amp; Works Accountants of India' or having adequate experience Internal Audit in educational Industry like: – IIM, IIT, IISER etc. will be preferred.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• 10 years of relevant experience.</li></ul>
4	Psychologist	01	Consolidated upto ₹40,000/- (depending upon last salary drawn)	35 years	<b>Qualification:</b> <ul style="list-style-type: none"><li>• MA/M.Sc in Clinical Psychology</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• Five (5) years' of relevant experience</li></ul>
5	IT Assistant	01	Consolidated upto ₹40,000/- (depending upon last salary drawn)	32 years	<b>Qualification:</b> <ul style="list-style-type: none"><li>• Graduate in Computer Science/Computer Application OR equivalent Diploma Degree in Computer Science.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least Two years of relevant experience.</li></ul>

S. N.	Name of the Position	No. of Position	Pay	Age Limit	Minimum Qualification and Experience
					<ul style="list-style-type: none"> <li>Knowledge of Computer Networking Systems and Computer Hardware is essential.</li> </ul>
6	Hostel Warden	02 (1 Male and 1 Female)	Consolidated upto ₹50,000/- (depending upon last salary drawn)	45 years (Age relaxation in case of exceptionally deserving candidates)	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduation/Diploma</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum Ten (10) years' of total administrative service in Govt./Semi-Govt./ PSU/ College/ School; with preferably Two (2) years' experience in handling of Hostel/Lodges/Dormitory, as a Supervisor/Warden/Manager/Matron.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Ability to communicate in English &amp; Hindi</li> <li>Healthy &amp; physically agile, as the job involves frequent moving around of foot as well as climbing stairs of Multi Story building</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience as a Warden or Hostel In-charge or Hostel Supervisor Matron in reputed residential Colleges/Schools/Institutes.</li> <li>Diploma/Degree in Hotel Management/Nursing</li> </ul> <p><b>Residential Requirement:</b></p> <ul style="list-style-type: none"> <li>Hostel wardens will be provided a room in the Hostel with attached toilet facility. It is mandatory for the wardens to stay in the hostel.</li> </ul>
7	Sr. Office Assistant/ Office Assistant	02	Consolidated upto ₹30,000/- (depending upon last salary drawn)	30 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Five (5) years' minimum relevant experience</li> </ul>
8	Junior Accountant	01	Consolidated upto ₹30,000/- (depending upon last salary drawn)	30 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>B.Com/M.Com</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>1 to 5 years' of relevant experience</li> </ul>
9	Front Desk Executive	01	Consolidated upto 25,000/- (depending upon last salary drawn)	30 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least two years of relevant experience.</li> </ul>
10	MTA	02	Consolidated upto ₹15,000/- (depending upon last salary drawn)	30 years	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>SSC</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Two (2) years' of relevant experience</li> </ul>

**Application Procedure:**

Please email your CV as an attachment in .pdf format mentioning the name of the post applied for in the subject line to [hr@cimp.ac.in](mailto:hr@cimp.ac.in). Alternatively CV can be submitted by post to the Manager-HR, Chandragupt Institute of Management Patna, Mithapur Institutional Area, Patna-800001, Bihar by **28<sup>th</sup> June, 2024.**

**General Conditions:**

1. Candidates already serving in government/semi-government/autonomous bodies are required to produce a 'No Objection Certificate' at the time of interview.
2. The age limit shall be reckoned on the last date of the submission of the application, i.e., **28<sup>th</sup> June, 2024.**
3. Only short-listed applicants will be called for Interview. Mere fulfilling the minimum qualification/eligibility criteria will not confer any right to the candidate to be called for interview.
4. The Institute will communicate only with short-listed candidates.
5. No correspondence, whatsoever, shall be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
6. Canvassing in any manner shall entail summary disqualification of the candidature.
7. The institute will not be responsible for any delay in the submission of the application form.
8. The institute reserves the right to cancel/modify the advertisement at any point of time.
9. No TADA or any other allowance will be paid by the institute for attending the Interview.
10. The institute reserves the right to reject any or all the applications without assigning any reason(s) thereof. The decision of the institute in all matters will be final.
11. Only candidates willing to devote full time for the development of the institute need apply.
12. All positions are contractual in nature and for a period of one year initially, which may further be extended on the existing terms and conditions from time-to-time, subject to the approval of the Competent Authority on satisfactory performance.

**Sd/-  
Chief Administrative Officer**



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No. 103/2/2024

Date: 16.07.2024

**CORRIGENDUM**

CORRIGENDUM to Advertisement for Non-Teaching Positions (Advt. No. 103/2/2024, dated 14.06.2024)

- The last date for submission of application is extended till 25<sup>th</sup> July 2024, due to administrative reasons.
- Relaxation in norms may be considered by the competent authority for exceptional candidates.
- Those who have applied earlier need not apply again.
- All other terms and conditions remain the same.

Sd/-  
Chief Administrative Officer