



Indian Institute of Management Udaipur
भारतीय प्रबंधन संस्थान उदयपुर

RECRUITMENT AGAINST VACANCIES: NOV 2012

- **Executive Assistant (Secretary to Director)** – Post 1
(Pay scale Rs. 9300-34800, PB-2 + GP Rs. 4200/-)

Qualification and Experience: Graduate degree preferably with diploma in secretarial practices, with a minimum experience of five years exclusively as secretary to a senior Officer/Executive in leading private/ public organization. Candidate should be computer literate and conversant with office procedures. Candidate should be capable of doing correspondence independently.

- **Office Assistant / Personal Assistant** – Post 4
(Pay scale Rs. 9300-34800, PB-2 + GP Rs. 4200/-)

Qualification and Experience: Graduate or an equivalent degree in any discipline. With a minimum experience of three years. Candidate should be computer literate. Should be conversant with office procedures and should be capable of doing correspondence independently.



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Recruitment: 1002/DEC/2012

- **How to Apply:**

Application to be forwarded in a sealed envelope, clearly specifying the Post on top of the envelop in capital letters in English.

- **Whom to Address:**

The complete application form should reach the below mentioned address, by due date i.e..

Chief of Administration

Indian Institute of Management Udaipur
MLSU campus
Udaipur Rajasthan - 313001.

- **Last Date of Submission:**

Application should reach latest by 06 Jan 2013, any application received after due date will not be considered. No acknowledgement of the receipt will be sent.

- **Additional Information :**

1. None of the fill in the blanks / boxes in the application form are supposed to be left empty in case there are any blanks which are not applicable then they should be clearly marked as not applicable.
2. Certified photocopies of all degrees should be attached with the application
3. Post carry dearness allowance, grade pay and other allowances as applicable to Central Government employees.
4. Higher qualification holders will be given preference.
5. Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel. However, advance copy of application can be forwarded.
6. Only shortlisted candidates will be called for interview.



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7. No Enquiries on the status of Application will be entertained
8. Canvassing in any form by the candidate may lead to disqualification.
9. Original Certificates should be produced at the time of the interview.
10. The last date of submission of application is 21 days from the date of advertisement Dated December 15, 2012, last date is January 6, 2013.
11. The power to relax, qualification, experience, scale of pay, age, advance increment and other matters connected with different categories of post in exceptionally deserving cases shall vest with the Director of IIM Udaipur. The action taken in such cases are final and binding.
12. Maximum age as on January 1, 2013 should be 40 years.