

# INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Atal Nagar, Raipur, Chhattisgarh - 493661

(An Institute of National Importance under the Ministry of Education, Government of India)

Website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in)

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## **RECRUITMENT NOTICE** **SENIOR EXECUTIVE ASSISTANT**

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**Advertisement No.:** IIMR/Admn/Rec./Sr.Executive Assistant/2026-27/05

**Date:** 16.04.2026

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### **1. About the Institute**

Indian Institute of Management Raipur is an Institute of National Importance established by the Government of India under the IIM Act, 2017. The Institute invites applications from eligible Indian nationals for the following post on a regular or fixed-term contract basis.

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### **2. Post Details**

- (a) Post: Senior Executive Assistant
  - (b) Number of Posts: One (01), Unreserved (UR)
  - (c) Classification: Group B, Non-Faculty
  - (d) Pay: Consolidated emoluments equivalent to the minimum of Pay Level 8 as per the 7th Central Pay Commission, i.e., Basic Pay of Rs. 47,600/- per month plus Dearness Allowance as applicable from time to time. In addition, the selected candidate shall be entitled to allowances such as House Rent Allowance, Children's Education Allowance, Transport Allowance, and other allowances as admissible under the Institute's rules. Suitable pay protection in line with the last pay drawn may be offered to deserving candidates from the Government / Autonomous Institutes.
  - (e) Nature of Appointment: Regular or Fixed Term Contract. In the case of a Fixed Term Contract, the initial appointment shall be for three (03) years, extendable subject to satisfactory performance and institutional requirements. The Institute reserves the right to appoint on either basis, depending upon the outcome of the selection process.
  - (f) Place of Posting: IIM Raipur, Atal Nagar, Raipur, Chhattisgarh.
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### **3. Essential Qualifications**

- a) Bachelor's Degree with a minimum 60% marks or equivalent grade from a recognised University or Institute.
  - b) Master's degree with a minimum 60% marks or equivalent grade from a recognised University or Institute.
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### **4. Experience**

- (a) Minimum eight (08) years of relevant experience in general administration, secretarial functions, office management, or academic administration in a reputed organisation.
- (b) Experience must be from educational institutions, IIMs, IITs, IIITs, NITs, IISc, AIIMS or institutions of comparable national standing under the Ministry of Education or other Ministries of the Government of India. Applications from candidates without experience in such institutions will not be considered.

- (c) The following skills and knowledge are essential:
- (i) Proficiency in MS Office applications, specifically MS Word, MS Excel and MS PowerPoint.
  - (ii) Good drafting skills in English and Hindi, including the ability to prepare office notes, letters, agenda items, and minutes.
  - (iii) Ability to manage files, records, and correspondence both in physical and electronic formats.
  - (iv) Good oral and written communication skills in English and Hindi.
- (d) Experience in working with ERP systems or office management software is desirable.
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## **5. Age Limit**

- (a) Not exceeding 40 years as on the last date of receipt of applications.
  - (b) Age relaxation shall be applicable as per Government of India rules in force for SC / ST / OBC / PwD / Ex-Servicemen / EWS candidates.
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## **6. Job Responsibilities**

- (a) Provide day-to-day administrative and secretarial support to assigned officers, including scheduling, diary management, handling correspondence, and coordinating meetings.
  - (b) Draft and process official correspondence, office notes, letters, circulars, and inter-departmental communications in clear and accurate English and Hindi.
  - (c) Maintain physical and electronic filing systems, including creation, indexing, tracking and timely retrieval of files, records and documents.
  - (d) Coordinate and organise meetings, including preparation of agenda, circulation of papers, taking minutes, maintaining action taken registers and following up on pending action points.
  - (e) Assist in the preparation of reports, presentations, data summaries and other documents as required by officers and departments.
  - (f) Handle routine administrative tasks including processing of forms, maintaining attendance records, managing office supplies and coordinating with internal departments on administrative matters.
  - (g) Assist in organisation of institutional events, workshops, seminars, Board meetings and Committee meetings including preparation of logistical arrangements and documentation.
  - (h) Maintain and update databases, registers and records pertaining to the assigned department including asset registers, visitor records and correspondence registers.
  - (i) Coordinate with external agencies, vendors and Government offices as required for routine administrative work under the direction of supervising officers.
  - (j) Assist senior officers in preparation of data and information required for Right to Information requests, audit queries and Parliamentary questions as may be assigned.
  - (k) Any other work or task assigned by the Director or CAO from time to time.
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## **7. How to Apply**

- (a) Eligible candidates shall apply online only through the IIM Raipur website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in).
- (b) Applications submitted by any other mode, including by post, email or in person, will not be entertained.

- (c) Candidates must upload self-attested copies of all relevant documents including proof of qualification, experience certificates, date of birth proof and category certificate (if applicable), and NOC in the prescribed format attached herewith along with the online application.
- (d) Last date for submission of online applications: **06 May 2026**
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## **8. General Terms and Conditions**

- (a) The appointment may be made on a regular basis or on a fixed-term contract basis, at the discretion of the Institute. In the case of a fixed-term contract appointment, the contract shall be for three years and shall be extendable subject to satisfactory performance and institutional requirements.
- (b) Candidates who are permanent employees of Government, Semi-Government, PSU or Autonomous Bodies must apply through proper channel. Those who are not in permanent employment must produce a No Objection Certificate from their current employer at the time of interview.
- (c) Only shortlisted candidates will be intimated and called for a personal interview or written test or skill test as applicable. No correspondence regarding application status will be entertained.
- (d) Outstation candidates called for an interview will be reimbursed for the to and fro II-AC Class railway fare from their mailing address to the place of interview by the shortest route, on production of proof of travel. No stay will be provided by the Institute. No local travel reimbursement will be admissible.
- (e) Original certificates must be produced at the time of the interview.
- (f) The appointment is subject to a medical fitness certificate issued by a Government Medical Officer at the time of joining.
- (g) The cut-off date for the determination of age and experience eligibility shall be the last date of receipt of applications.
- (h) The Institute reserves the right to cancel, modify or suspend this recruitment process at any stage, including after receipt of applications or conduct of interviews, without assigning any reason whatsoever. No claim shall lie against the Institute on account of such cancellation or modification.
- (i) The Institute reserves the right to fill or not fill the post, and to relax any of the prescribed qualifications or experience in deserving cases at its discretion.
- (j) Mere fulfilment of the minimum eligibility criteria shall not confer any right on a candidate to be called for an interview or to be selected.
- (k) Applications that are incomplete in any respect, including those not accompanied by requisite supporting documents, will be summarily rejected. No correspondence in this regard will be entertained.
- (l) There is no application fee for this post.
- (m) For any queries, please contact us at 0771-2474755 or email us at [staffrecruitment@iimraipur.ac.in](mailto:staffrecruitment@iimraipur.ac.in).
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*IIM Raipur is an equal opportunity employer. Candidates from SC / ST / OBC / PwD / EWS categories are encouraged to apply.*

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**S/d**  
**Col. Aditya Sudan (Retd.)**  
**Chief Administrative Officer**  
**IIM Raipur**

**NO OBJECTION CERTIFICATE**  
(On Institute / Organization letter head)

1. This is to certify that Dr. / Mr. / Mrs. / Ms. \_\_\_\_\_ is a **Bonafide employee** of this Institute / Organization with effect from \_\_\_\_\_ his / her **Employee Code** is \_\_\_\_\_.
2. At present, he / she is working as \_\_\_\_\_ in the \_\_\_\_\_ **Department / Section** in a **Temporary / Contract / Permanent** capacity in the **Scale of Pay / Pay Band / Consolidated Emoluments of Rs.** \_\_\_\_\_.
3. This Institute / Organization has **No Objection** if he / she applies for the post of \_\_\_\_\_ at **Indian Institute of Management Raipur**.
4. It is also certified that **no vigilance enquiry** is pending or being contemplated against him / her. Further, he / she will be **relieved from this Institute / Organization**, in the event of his / her selection to the said post.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature of the Head of the Institute / Organization:** \_\_\_\_\_

**Official Seal:** \_\_\_\_\_