INDIAN INSTITUTE OF MANAGEMENT ROHTAK

MDU Campus, Rohtak-124001 (Haryana)

November 19 , 2010

REQUIREMENT OF STAFF ON CONTRACT BASIS

IIM Rohtak invites applications for the following positions purely on temporary and contract basis for a period of one year :

1. EXECUTIVE ASSISTANT (One) :
    Qualifications and experience required: Post Graduation preferably in Management/Business Administration. To be well conversant with computer applications. Those with knowledge of Stenography & typing skills preferred. Minimum 3 years experience of working with senior level officers / executives in a similar position is required.
    Consolidated remuneration : Rs 15,000 per month

2. SYSTEM MANAGER (One) :
    Qualifications and experience required: B.E/B. Tech in Computer Science or Electronics Engineering with specialisation in Computers or MCA / M. Sc. in Computer stream with a minimum of 5 years experience in maintaining & supporting servers, LAN, Internet and e-mail systems for at least 100 users. Thorough familiarity with packages like D Base, Foxpro etc. under the Windows and Unix environment and knowledge of Databases like oracle would be essential. Experience in software development using C / C ++ / visual basic etc. would be an added advantage.
    Consolidated remuneration : Rs 20,000 per month

3. Project Manager(One):
    Qualifications and experience required: Atleast a 4years' Degree or a 3 years' Diploma in Civil Engineering with experience in both civil and electrical work. Experience of at least 5 years in the implementation of a civil engineering Project of at least Rs 50 crores in value.
    Consolidated remuneration: Rs 20,000 per month

    Retired or soon retiring persons can also apply.

    Interested persons possessing requisite qualifications and experience may send biodata to the above address or click here so as to reach latest by 7th December, 2010.

(S.C. Agrawal)
Adviser (Administration)