



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

IIM ASR/Rectt.-07/2021/011

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Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on Regular or Contratual basis.

About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The Institute has graduated four MBAs batches with 100% placement with increasing compensation package year after year. The permanent campus is under construction on a 61-acre land and should be ready to house the incoming batch of 2022. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate with a strong passion for institution building.

Job Title	Supervisor - Payroll & Compliance
Number of Positions	One (1) UR
Age Limit	Below 40 years of age as on closing date for receipt of the application.
Position Type	Regular or Contractual
Essential Job Functions	<ul style="list-style-type: none">• Administering the institute's benefits programs (e.g., retirement plans, leave policies, wellness programs, gratuity, insurance policies, etc.)• Administer compensation, benefits, performance management systems, and safety and recreation programs.• Contract with vendors to provide employee services, such as food service transportation, auxiliary workforce, etc.• Maintain records and compile statistical reports concerning personnel-related data such as hires, performance appraisals, absenteeism rates, etc.• Generation of salary reports, checking salary, getting approval, and salary disbursement through accounts section.• Handling queries related to payroll.• Prepare HR budgets and other relevant reports for the head of the department, Ministry of Education, and other Government agencies.• Represent institute at personnel-related hearings and investigations.• Monitor and review all disciplinary action notices and follow up with departmental representatives as necessary.• Interacting with outsourced agencies and settling matters related to wages & other statutory issues on day to day basis.• Liaising for approval and clearance from Govt. authorities, regulatory agencies.• Ensuring PF, ESIC, PT calculation challan generation and remittance.

	<ul style="list-style-type: none"> • Preparing monthly, quarterly, half-yearly, and annual returns as applicable under statutory compliance. • Ensuring all labor laws compliances under The CLR Act, The EPF act, The Minimum wage, The Payment of wage, Bonus, etc. • Preparing statutory registers under all applicable labour laws. • Coordinates with the State and Central Government officials and/or agencies related to the institute's official business. • Provides other general administrative support to the head of the department on day-to-day basis. • Perform other duties as assigned by the competent or designated authorities from time to time.
Minimum Required Educational Qualifications and Experience	<p>Educational Qulaifications: An MSW preferably with a specialization in Human Resource Management/ Labor Welfare/ Industrial Relations with at least 60% aggregate marks.</p> <p>Required Knowledge and Skills:</p> <ul style="list-style-type: none"> • Excellent knowledge of MS Office suite with specific focus on MS Word, MS Excel and MS PowerPoint. • Ability to manage time efficiently and effectively. • Ability to meet tight deadlines. • Excellent knowledge of labour and Industrial laws. Wide experience in handling statutory compliance etc. <p>Experience Requirements:</p> <ul style="list-style-type: none"> • Total eight years of work experience in HR domain only, out which three years minimum experience should be in a supervisory level handling statutory compliance and welfare in Central Government and/or large private or public sector enterprise
Other Conditions	The institute reserves the right to fill the position on a contractual basis or at a lower pay level or cancel the post if no suitable candidate is found.
Remuneration	The position is to be filled at Pay Level 7 or 8 (depending upon the qualification and experience) as per 7th CPC (Basic, HRA, DA, TA, and DA on TA) and other eligible benefits as approved by the board from time to time.
Method of selection	Written test and Interview

How to Apply:

1. Candidates are required to apply through online mode only at the official website of IIM Amritsar, i.e., www.iimamritsar.ac.in. The last date for submission of online applications is **13 August 2021 (1730 hrs)**.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only)**. Please note that all female applicants are exempted to pay application fee.

3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.250 (Rupees Two Hundred Fifty only)**.
4. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
5. Institute does not accept any responsibility for the candidates not being able to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
6. After the successful submission of an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the written test or interview.
7. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During verification of documents, if it is found that any information provided by the candidate in the application is wrong, his/ her candidature will be rejected instantly. The candidates should ensure that they have furnished correct information in the application form.

General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. The appointment is in the Indian Institute of Management Amritsar, which is an Institute of national importance established during the year 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date for receipt of the applications, i.e., **13 August 2021 (1730 hrs)**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the written test if the applicant is called for the same.
5. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written test/ interview to a maximum of five or less.
6. The Institute reserves the right to devise its criteria for shortlisting the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
7. The period of experience rendered by a candidate on a part-time basis, daily wages, etc. will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
8. The Institute's decision in all matters relating to eligibility, acceptance or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, the conduct of test/ examination/ interview, will be final and binding on the candidates.
9. The Institute shall entertain no interim correspondence or personal inquiries.

10. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through proper channel. They should submit a No Objection Certificate from the present employer at the time of filling an online application.
11. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
12. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
13. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
14. The Institute solely reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
15. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
16. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. In case later on, if it is found at any point of time that any of the facts/ documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/ background and has suppressed the said information, then his/ her candidature shall stand cancelled and his/ her services may be terminated.
17. All appointments shall be subject to the satisfactory completion of the probation period. Further, in case of any inadvertent mistake in the selection process, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
18. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
19. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
20. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., iimamritsar.ac.in.
21. Please note **incomplete application will leads to disqualification from the competetion.**

Shivali Rathore

Nodal Officer

शिवाली राठीड़
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नोडल अधिकारी/Nodal Officer
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