



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
भारतीय प्रबंध संस्थान काशीपुर

Advt. No.: IIMKPV/Non-Teaching/2025/3

Date: 11.11.2025

NON-TEACHING RECRUITMENT

The Indian Institute of Management (IIM) Kashipur, Uttarakhand, an Institute of National Importance, established by the Government of India, MoE (erstwhile MHRD) in 2011. It aspires to achieve excellence in management education by using innovative teaching methods, promoting high quality research and practicing sustainable leadership.

The Institute is looking for dedicated, committed and eligible citizen of India to fill up the following **vacancies on contract basis**:-

Sl. No.	Positions	Group	Pay Level (7 th CPC)	Vacancy Details	Nature of recruitment
1.	Public Relations Officer Cum Brand Manager	A	On consolidated pay up to Rs. 1.5 Lac Per Month	01	Contract
2.	Legal Consultant	Not Applicable	On consolidated pay up to Rs. 70,000/- Per Month	01	Contract
Total				02	
Selected candidate will be offered a fixed term appointment on Contractual basis extendable annually, on fulfilment of Institute's criteria.					

1.	Name of the post	Public Relations Officer Cum Brand Manager
2.	Number of posts	01 (On Contract)
3.	Classification	Group 'A'
4.	Pay Level	On consolidated pay up to Rs. 1.5 Lac Per Month
5.	Mode of Recruitment	Direct Recruitment on Contract, initially for 01 (one) year. The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirements.
6.	Maximum age Limit	45 Year
7.	Educational and other qualifications for direct recruitment	Essential Qualifications: First-class bachelor's degree or equivalent qualification. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) in Public Relations (PR), Journalism, Communication or Marketing. Desirable: • Additional certifications in PR, Communication or Advertising. • Relevant further training in PR, Communication or Advertising. Experience/Knowledge: • Minimum of Six years of relevant experience. • Proven track record of paid, relevant work experience in public relation and/or media, with evidence of success. • Proven track record of use of CRO, and SEO (for social media) • Proven experience of working with regional/national media and strong media contacts. • Copy-writing and editing experience • Background of relevant academic discipline or research communication. • Background of higher education-related (University/Institute of higher studies) work. Skills: • Excellent written communication skills to support the delivery of various communication-in particular, external news items & marketing opportunities. • Excellent verbal communication skills to be confident in liaising with academic colleagues, students, staff and the media translating complex issues. • Excellent consulting, editing (photo/video/text) and presentation skills. • Demonstrable social networking experience and social analytics tools knowledge. • Adequate knowledge of web design, web development, CRO and SEO.

		• Knowledge of social media tools and their application to PR and marketing. • Ability to prioritize a demanding workload in a pressurized environment (This is a need of time). • Ability to take the initiative and be proactive. • Ability to contribute to the delivery of media training courses (Student members of MPRC Committee, staff etc.)
		Desirable Attributes: • Team player • Willingness to work “out of hours” when required • Willingness to learn new skills • High levels of personal commitment • Having an attention to detail • Ability to stay calm under pressure • Interested in current affairs and corporate affairs • Having a passion for staying current with the latest trends.
8.	Application Fee	500/-

Key responsibilities:

- Work both reactively and proactively with journalists from print, broadcast and on-line media, including local, national and specialist media, building a network of strong contacts.
- Research, write and issue news releases & stories on all aspects of the work of the IIM Kashipur, pitching stories to external media and publishing on internal media.
- Be proactive in seeking news stories from within the IIM Kashipur community, with an emphasis on the institute’s research work and on item that could appear in the national and international media
- Be proactive in collating and distributing media analytics and evaluation reports, including of individual stories and for faculty/student/area/other affiliates of IIM Kashipur.
- Work with colleagues from across all stakeholders (relevant communities, bloggers, special interest groups etc.) to develop the use of digital media, including all forms of social media, supporting the creation of content and facilitating engagement.
- Development and implement communications and PR plans and projects as appropriate, including commissioning content such as videos and photo opportunities where relevant.
- In collaboration with area chairpersons /faculties/staff, create several IIM Kashipur publications (e.g. Annual Report, press release, program brief, etc.), including the provision of copy, liaison with designers, and sourcing of images.
- Respond efficiently and timely to incoming inquiries from the media, including inquiries dealing with IIM Kashipur policy matters and incidents on campus or requesting assistance in sourcing professional expertise to comment on media stories.

- Help to manage the IIM Kashipur's reputation, including responding to negative media stories, and prepare and gain approval for statements to be issued on behalf of the IIM Kashipur.
- Contribute articles and other items to the Institute's web page (print, internal news) and e-media mainly, but not exclusively, arising from related media work.
- Contribute to updating media contact lists, to the media training programs (if required), and to other work related to the institute's communications.
- Arrange visits (related to MPRC) inside and outside IIM Kashipur.
- Build strong connections with government agencies and other institutes/universities of repute (national/international)
- Proof print and broadcast copy for grammatical and typographical errors.
- Arrange photo shoots with professional photographers and provide digital photography for publications and to record special events; maintain the District's electronic photo archives; coordinate mass mailing of weekly/daily internal newsletter and other special mailings.
- Supervise and manage every event, on and off-campus activities.
- Collate and analyze media coverage (Relevant to IIM Kashipur).
- Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs.
- Devise photo opportunities and coordinate studio or location photography.
- Organise events (such as press conferences, exhibitions, open days and press tours), source speakers and seek out sponsorship opportunities.
- Maintain and update information on the website of IIM Kashipur (coordination with IT Team).
- Commission market research (relevant to MPRC)
- Manage the PR aspect of a potential crisis.
- Any other duties/responsibilities as assigned by the competent authority of IIM Kashipur.

1.	Name of the post	Legal Consultant
2.	Number of posts	01 (On Contract)
3.	Classification	Not Applicable
4.	Pay Level	In case of Retired Government Employees: Remuneration as per guidelines laid down in Department of Expenditure's O.M. No. 325/2020-E. IIIA Dated 09th December 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. In case of Legal Professionals from open market: Legal Consultant: Rs. 70,000/- (consolidated) Allowances: The contractual employee will not be entitled to any other allowance including, but not limited to DA, HRA, CGHS, Medical Reimbursement, Pension, Gratuity etc.
5.	Mode of recruitment	Direct Recruitment on Contract, initially for 01 (one) year. The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirements.
6.	Age Limit	Not more than 65 years
7.	Educational and other qualifications for direct recruitment	Retired Government Employees OR Legal Professionals from open market Essential Qualifications: - Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India - Must have excellent written and oral communication and Interpersonal skills. Desirable: - Retired as Deputy Legal Advisor or Assistant Legal Advisor from Ministry of Law. - Should be registered as an advocate in the Bar Counsel in terms of Advocate's Act, 1961 Experience/Knowledge: <u>For Retired Government employees</u> Minimum 10 years' experience of handling court cases related to service matter in any Central or State Government Ministry/Department/PSU. <u>For Legal Professional from open market</u> Minimum 10 years of post-qualification experience of working with Government Department/PSUs and/or Supreme court of India/High Courts/District Courts. Desirable: Experience in handling court cases related to service matters /civil matters in any Central or State Government Ministry/Department/PSU
8.	Application Fee	500/-

Job Description

- Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Institute.
- Assist the Institute in court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters/Disciplinary matters) can be done in a professional manner.
- Tender opinion in issues coming before the Institute.
- Prepare draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Institute has been made a respondent.
- Vetting of draft affidavit prepared by Govt. Counsels and to be filed it in various judicial/quasi-judicial forums in cases where the Institute has been made a respondent.
- Vetting the replies prepared on various parliamentary questions.
- To work closely with different Ministries/Institutes and Divisions of the DoPT in order to provide a holistic opinion on legal matter.
- Scrutinize legal papers, documents and affidavits received in the Institute and offer comments.
- Maintain contact with all empanelled Central Govt. Legal Counsels to keep abreast of ongoing and current court cases and process the matter related to payment of professional fees to Central Govt. Counsels as admissible.
- Liaison with the Government counsels.
- Perform such other work legal nature as may be entrusted from time to time.

General Instructions

Before applying for any post, candidates should ensure that she / he fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.

*The applications are invited through **online mode only**. Candidates can fill online application form by visiting our website <https://iimkashipur.ac.in/careers>*

Last date for submission of online application and fee: 10.12.2025 (11:59 PM)

1. The Institute reserves the right to:
 - (a) Hold Written Test, Skill Test, or Interview for selection (as applicable), whenever circumstances so warrant.
 - (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of Written Test /Interview may be filled up from the available candidates. Thus, the number of positions may change.
 - (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
2. Degree as referred above should have been awarded by a recognized University / Institute.
3. Mere eligibility will not vest any right on any candidate for being called for interview / selection process. The decision of the Institute in all matters will be final. No correspondence will be entertained in connection to the process of selection. Canvassing in any manner would entail disqualification of the candidature.
4. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel should submit “No Objection Certificate” (NOC) along with “**vigilance certificate**” from present employer during the document verification. However, they should submit an undertaking to this effect.
5. Candidates must pay online application fee of Rs.500/-. Fee is exempted for SC/ST/PwD/ Ex-Serviceman and Women Candidates of any community. Fee by any other mode of payment will not be accepted. Fee once paid shall not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process.
6. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
7. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate’s qualification, suitability, experience etc.
8. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The decision of the Institute in this regard will be final.
9. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
10. If any problem persists during online submission of application, please contact through the following E-mail: response@iimkashipur.ac.in

Sd/-
Chief Administrative Officer