



INDIAN INSTITUTE OF FOREST MANAGEMENT
POST BOX NO. 357, NEHRU NAGAR, BHOPAL-462 003

Contractual Appointment as “Assistant Manager”
No. IIFM/PERS/A-69 (31)/2020 dated 10th June 2020

Applications are invited by email up to 17:00 hours on 30.06.2020 for engagement of Assistant Manager on contract basis. For details of qualifications, experience, compensation, other eligibility conditions and application format please visit our website www.iifm.ac.in Application will be accepted only by email at hr@iifm.ac.in by 17:00 hours on 30.06.2020.

Chief Administrative Officer



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest &
Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

Contractual Appointment of Assistant Manager
No. IIFM/PERS/A -69 (31)/2020 dated 10th June 2020

Applications are invited from eligible candidates for one post of Assistant Manager on contract basis as per the details given below:

Name of Post: Assistant Manager

Period of appointment: Initially for a period of one year and extendable further based on performance.

Emoluments: Rs.50,000/- per month consolidated or Salary, DA and HRA (as per Level 7 of 7th CPC PayScale) minus pension, whichever is higher. No other allowances applicable.

Age : Note more than 65 years (Retired persons can also apply).

Qualification and Experience:

- Bachelor Degree with a minimum of 55% marks or equivalent with proficiency in working in MS Office.
- At least five years' experience in Administrative work viz., Establishment and HR in Government organization/ autonomous institutes of Govt. of India at Officer level.
- Good legal and communication skills in Hindi and English language.

Duties and Responsibilities

- To handle on all HR and establishment matters of the Institute.
- To handle day to day administrative matters.
- To provide necessary assistance to Chief Administrative Officer in other establishment and service related matters,

Nonrefundable application fee of Rs.500/- may be paid through online as per the details given below and transaction ID/reference may be quoted in the respective column provided in the application format.

ACCOUNT NAME	DIRECTOR, IIFM
ACCOUNT NO.	30662291254
IFSC CODE	SBIN0012194
BANK NAME (in full)	STATE BANK OF INDIA
BRANCH NAME	IIFM CAMPUS
ACCOUNT TYPE	CURRENT

Last date of receiving application: 30th June 2020 5.00 PM (through email only)

Candidates fulfilling the above requirements may submit their applications in the specified format only, containing a brief write-up about their expertise and experience and scanned copy of Degree certificate showing clearly having 55% Marks in Graduation in support of qualification, by **email ONLY** to HR Section of IIFM at hr@iifm.ac.in **on or before 5 PM 30th June 2020**. Only shortlisted candidates will be called for further interview at IIFM, Bhopal. No TA/DA will be given for attending the interview and candidates should make their own arrangements for travel, lodging and boarding. **Please note that if application found to be submitted not as per the specified format and without application fee, will be summarily rejected.**

Candidates may please note that this position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.

Chief Administrative officer