



भारतीय प्रबंध संस्थान कोषिकोड  
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**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O.

**Advertisement No. R-01/2014**

Indian Institute of Management Kozhikode invites **applications** from suitable candidates for the following posts:

**1. Post Code : CFO - CHIEF FINANCIAL OFFICER - (UR-01)**

**Pay Band (PB-4): ₹ 37400-67000 + Grade Pay: ₹ 8900/-**

Minimum pay in the pay band ₹40200/- , GP ₹8900/-, Dearness Allowance (DA) – as applicable to Central Government employees. Current DA is 90%. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 1600/- + DA as applicable, LTC, Medical facilities, New Pension Scheme and other benefits as applicable.

**Grand Total: ₹106,150/-**

**Qualification & Experience** – CA or MBA (Finance) with 20 (Twenty) years relevant experience with a minimum service of 02 (Two) years in PB-4, 37400-67000, Grade pay 8700 or equivalent pay and relevant service or 05 (Five) years in PB-3, Rs 15600-39100 with Grade pay of 7600 or equivalent pay and relevant service.

Experience should include at least 3 years experience in a central government/ public sector/ autonomous body and dealt with financial aspects at a middle level ie, Assistant Manager, Accountant/ accounts officer level.

**Age limit** (Including relaxation as on last date of Application)

- |                            |  |
|----------------------------|--|
| (a) UR                     | - 48 years (relaxable to 55Years in deserving cases)   |
| (b) Differently abled (UR) | - 53 Years   |
| (c) Ex-servicemen (UR)     | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

For scope of work, role and responsibilities of CFO see **Appendix 'A'** attached

**2. Post Code : MKC - MANAGER – KOCHI CAMPUS - (UR-01)**

**Pay Band (PB-3): ₹ 15600-39100 + Grade Pay : ₹ 5400/-**

(Minimum pay in the pay band ₹15600/- , GP ₹5400/-. Dearness Allowance (DA) – as applicable to Central Government employees. Current DA is 90%. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 1600/- + DA as applicable, LTC, Medical facilities, New Pension Scheme and other benefits as applicable.

**Grand Total: ₹47140/-**

**Qualification & Experience** – Graduation with 15 (Fifteen) years relevant post qualification administrative experience with a minimum service of 03 (Three) years in Pay Band PB-2, 9300-34800, Grade Pay of 4600 or equivalent relevant service and pay.

OR

Post Graduate in Management / MBA / PGDM with 12 (Twelve) years relevant post qualification administrative experience with a minimum service of 03 (Three) years in Pay Band PB-2, 9300-34800, Grade Pay of 4600 or equivalent relevant service and pay.

OR

Post Graduate in Management / MBA / PGDM with 05 (Five) years relevant post qualification administrative experience of providing administrative support in a Business School with a minimum service of 02 (Two) years in Pay Band PB-3, 15600-39100, Grade Pay of 5400 or equivalent relevant service and pay.

**Age limit** (*Including relaxation as on last date of Application*)

- |                            |   |  |
|----------------------------|---|--|
| (a) UR                     | - | 45 Years   |
| (b) Differently abled (UR) | - | 50 Years   |
| (c) Ex-servicemen (UR)     | - | Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

For scope of work, role and responsibilities of Manager Kochi Campus see **Appendix 'B'** attached

**Instructions(common for both posts):**

1. Application fee is Rs.100/- for each post. Fee can be remitted either through online payment or drawn as demand draft from State Bank of India in favour of 'Indian Institute of Management Kozhikode' payable at IIM Kozhikode Campus Branch. Demand Draft is to be drawn at the time of submission of online application. There is no application fee for SC/ST/Differently Abled and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
2. Application is to be submitted **ONLINE** from **27.03.2014** to **20.05.2014 (upto 23.59 hours)**.
3. For calculation of age, **20.05.2014** ie. the last date of submission of online application will be taken into account.
4. **Printed copy of the application** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope "**Application for the post of \_\_\_\_\_ Post Code\_\_\_\_\_**" addressed to :

**The Chief Administrative Officer  
Indian Institute of Management Kozhikode  
IIM Kozhikode Campus P.O  
Kunnamangalam  
Kozhikode, Kerala – 673 570**

- a) SBI Demand Draft for Rs.100/- as application fee *(Not required in case of those remitting online payment and for SC/ST/Differently Abled and Departmental Candidates of IIMK).*
- b) SSLC as proof of date of birth and qualification.
- c) Educational qualification Certificates with final marks sheet.
- d) Experience certificates *(from latest employment to earlier ones mentioning period of employment and monthly salary)*
- e) Community certificate for SC/ST/OBC (non-Creamy Layer) for claiming fee exemption.
- f) Discharge Certificate for Ex-serviceman/ Medical Certificate from Medical Board for Physical Disabled.

**Last date for receipt of printed copy of application at IIMK - 17:30  
hrs on 23 May, 2014**

5. Candidates working in Government/ Semi-Government/ Public Sector/ Autonomous Bodies **must forward their applications through proper channel.** Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel.

6. Separate application along with application fee is to be sent for each post.
7. Experience should not include Apprenticeship and Training of any form. Experience should be relevant to the post advertised. Experience is calculated in years/ months/days separately of same/various organizations with different spells and added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
8. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
9. Mere fulfilling of the minimum qualifications and experience prescribed will not make a candidate eligible to be called for Interview. Short listed candidates alone will be called for interview.
10. Candidates will be shortlisted for interview after the applications received have been screened by a duly constituted committee. The decision of the committee in this regard will be final and binding.
11. The selection Committee reserves the right to fix the criteria for selection including fixing of minimum cut-off marks for the posts.
12. Graduation received from Armed forces will not be taken into consideration for posts advertised with Grade Pay Rs.4200 and above.
13. There is no upper age limit for departmental candidates holding regular position in IIMK.
14. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

26.03.2014  
IIM Kozhikode Campus

Lt Col M Julius George (Retd)  
Chief Administrative Officer

## **SCOPE OF WORK, ROLE AND RESPONSIBILITIES OF CHIEF FINANCIAL OFFICER (CFO)**

**Job Title : Chief Finance Officer**  
**Organisation : Indian Institute of Management Kozhikode (IIMK)**

### **GENERAL**

The Chief Financial Officer (CFO) will provide both operational and programmatic support to the organization. The CFO supervises the finance unit and is the chief financial spokesperson for the organization. The CFO reports directly to the Director/Chief Administrative Officer (CAO) and assists the CAO on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

The Chief Financial Officer will oversee all finance, accounting, forecasting, budgeting, treasury, tax and corporate insurance functions at IIM Kozhikode (IIMK). In addition, this role will oversee the legal efforts at IIMK. This role directs all financial activities and advises and assists the Director/ CAO in meeting or exceeding the overall financial and strategic objectives of IIMK. The CFO is responsible for providing strategic leadership for the Institution by working with the Executive Management Team to establish long-range goals, strategies, plans and policies, along with providing leadership and management for Corporate Administration and Human Resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in performing all tasks necessary to achieve the organization's mission and help execute growth plans.
- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters.
- Work with the Director/CAO on the strategic vision including fostering and cultivating stakeholder relationships, as well as assisting in the development and negotiation of contracts.
- Assess the benefits of all prospective contracts and advise the Executive Team on programmatic design and implementation matters.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Provide the Director/CAO with an operating budget. Work with the Director/CAO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all laws passed by Central, and State Govt especially with tax and labour regulations. 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
- Oversee the management and coordination of all fiscal reporting activities for the institution including: organizational revenue/expense and balance sheet reports, reports to

funding agencies, development and monitoring of organizational and contract/grant budgets.

- Oversee all purchasing and payroll activity for staff and participants.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, all compliance issues are met and the preparation of the annual financial statements is in accordance with the instructions of Central Govt.
- Attend Board and Subcommittee meetings; including being the lead staff on the Audit/Finance Committee.
- Liaison with various Banks, the Institute has to deal with.
- Liaison with Department concerned in Govt of India .
- Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
- Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors.
- Assist in the design, implementation, and timely calculations of salaries for the staff, payment of service providers etc.
- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
- Oversee the maintenance of the inventory of all fixed assets, including assets (computers, etc.) assuring all are in accordance with Govt regulations.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Establishes finance operational strategies
- Develops organization prospects by studying economic trends and revenue opportunities; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
- Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Maximizes return on invested funds by identifying investment opportunities; maintaining relationships with the investment community.
- Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes finance and organization mission by completing related results as needed.

- Define standards, policies, procedures, measures, and organizational enhancements to meet company goals for finance.
- Prepare long range financial forecasts by working collaboratively with other management team members.
- Lead the effort in the planning and preparation of the annual budget.
- Regularly monitor and work closely with management in taking timely action to ensure that budgets and financial plans stay within approved levels.
- Ensure the accounting of revenues and expenses are performed in an accurate, efficient and timely manner in conformity with rules and regulations.
- Prepare monthly/other periodic financial reports and related analyses in accordance with Govt of India rules.
- Plan for the future financing requirements and stability of IIMK by preparing and recommending flow of funds.
- Assist in the preparation of business plans and financial forecasting for other ventures of or being considered by IIMK.
- Monitor all direct reports in order to ensure they are adhering to all policies and procedures set forth by IIMK.
- Coordinate preparation for external audits and filing of tax return and ensure proper maintenance of accounting records and documentation in compliance with statutory requirements and Govt policies.
- Monitor time accounting system for errors.
- Prepare materials for Board meetings.
- Any other duties to be assigned from time to time.

### **Supervisory Responsibilities**

- Manage a team of 8-12 employees who are responsible for the coordination and execution of the various functions performed in the Finance and Accounts Department. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities will include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **SCOPE OF WORK, ROLE AND RESPONSIBILITIES OF MANAGER KOCHI CAMPUS**

**Job Title : Manager Kochi Campus**

**Organisation : Indian Institute of Management Kozhikode (IIMK)**

### **GENERAL DEFINITION**

The Manger Kochi Campus will provide both administrative and academic support to the Programmes of Kochi Campus of IIM Kozhikode. The Manger Kochi Campus supervises the programme support and administrative functioning of the Kochi Campus of IIM Kozhikode. The Manager Kochi Campus reports directly to the Chairperson Kochi Campus and assists the Chairperson Kochi Campus on all aspects related to the programmes being conducted at Kochi campus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Academic Programmes**

Planning of academic activities, finalization of academic calendars, preparation of academic handbook, scheduling of classes and associated aspects, conduct of examinations, processing of grades and finalization of results, timely announcement of results to the students, dealing of students' grievances, faculty matters, processing of faculty feedback, admission related matters, convocation matters etc.

#### **Business Development**

Projection of image of the institute with IT companies and corporate houses. Conduct of visitors, delegates, press teams, visitors and other dignitaries/delegates to the campus. Help in marketing of programmes. Conduct of Conferences, Seminars, discussions, meetings and related activities.

#### **Supervisory Responsibilities**

Manage a team of 8-12 employees who are responsible for the coordination and execution of the various functions performed in the Kochi Campus. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities will include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Any other duties as assigned from time to time.**