



Home Chief Administrative Officer (Regular) - Through Direct Recruitment

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Indian Institute of Management Calcutta

Position: Chief Administrative Officer (Regular) – Through Direct Recruitment

Department: Administration

Category: Unreserved (UR)

Number of vacancy: 01 (one)

Duties and Responsibilities:

- i. Lead & Head the overall administrative operations in the Institute.
- ii. Responsible for the implementation & maintenance of Institute standards consistent with Government and other applicable norms and mandates.
- iii. Interact with Departmental Heads and provide guidance for statutory compliances, such as, necessary disclosures, due diligence for tendering, etc.
- iv. Oversee, facilitate and report on all activities to internal and external stakeholders such as Board of Governors, Government, other regulatory bodies, etc.
- v. Collaborate with the Finance & Accounts Officer to plan, execute and monitor the Financial & Budgeting strategy, in line with directives of Board of Governors.
- vi. Ensure effective planning & utilization of budget.
- vii. Ensure the timely and accurate preparation of financial statements, financial reports, special analysis and information reports to various parties such as Board of Governors,

Government, etc.

- viii. Accountable for delivering a flexible and accountable People Model that delivers Non-Teaching services and dovetails with the broader Institute vision & mission.
- ix. Ensure that appropriate performance management and succession planning is in place.
- x. Responsible for training and development of non-teaching employees as per requirement of the Institute.
- xi. Performance Management and Compensation Review of Non-teaching employees.
- xii. Organizational Development and formulation and implementation of HR policies as per directives of Board.
- xiii. Promote and support the development of partnerships and integration between Faculty and the Non-Teaching staff.
- xiv. Ensure a positive industrial climate at the Institute; effectively resolve disputes, engage and negotiate with labour union members to build positive employee relations.
- xv. Serve as the Institute Administrative representative in all matters concerning the Institute and its employees and interact with various external stakeholders, such as Government bodies, vendors, service providers, etc. for effective implementation of service.
- xvi. Ensure that various policies, agreements, contracts and other documentation are checked and vetted to ensure that there are no legal or compliance gaps.
- xvii. Negotiate and finalize contracts for staffing support with new vendors. Vendor management to ensure delivery as per laid down targets.
- xviii. Take care of Legal matters and act as Appellate Authority in the RTI matters of IIM Calcutta.
- xix. Manage and regularly interact with empanelled lawyers on course of action on cases, submissions to notices, timely action, etc. Provide guidance to various stakeholders / departments in the Institute; draft and finalise documents having legal implications within quick timeframes. Liaise with concerned departments to ensure that wherever



legal risks have been identified, appropriate courses of action have been taken. Ensure at all times that the legal interest of the Institute is best protected.

- xx. Liaise with Corporate, Government officials, Central Information Commission, CVC, etc., as required.
- xxi. Act as a member of the Finance Committee, Development Committee, Digital Transformation Committee, Building & Works Committee, Personnel Committee, Regulation Drafting Committee of Board of Governors.
- xxii. Act as a member of Institute Standing Committee, Academic Council and other important committees of the Institute.
- xxiii. Perform duties and responsibilities as Secretary to the Board of Governors of IIM Calcutta.
- xxiv. Ensure overall supervision of the Estate and maintenance issues including smooth functioning of the Student Hostels.
- xxv. Ensuring implementation of appropriate security measures to create a safe environment in the campus.
- xxvi. To examine proposals related to the Institute's needs with the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
- xxvii. Overall responsible for planning, designing, estimation, tendering, contract management, execution, mechanization, construction, billing etc. of works involving but not limited to multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical, HVAC, firefighting systems, building management systems, roads, areas under development etc.
- xxviii. Issuance of Work Orders related to all Research Projects, Workshops, Seminars and other group activities submitted by faculty members of all disciplines upon receipt of the vetted documents.
- xxix. Ensure implementation of various guidelines and orders received from the Government of India.
- xxx. Exercise the administrative and financial powers delegated by the Board.

- xxxi. Liaise with Ministry of Education pertaining to various Lok Sabha / Rajya Sabha, Parliamentary questions and matter related to Parliamentary Committee.
- xxxii. Ensure reply to the queries raised in the Public Grievance Portal within the stipulated timeframe.
- xxxiii. Act as the custodian of all records and documents of the Institute.
- xxxiv. Perform duties as Estate Officer of the Institute under Section 3 of Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).
- xxxv. To exercise powers of the Disciplinary authority as delegated by the Competent Authority.
- xxxvi. To assist the Director in the day-to-day functioning of the Institute.
- xxxvii. He/she would be required to stay in the Institute's campus at Joka.

Academic Qualification:

Post graduate degree, preferably with professional degree/diploma in management/secretaryship/accountancy /law.

Experience:

At least 10 (ten) years' experience in senior managerial/administrative rank in government/ educational institution of standing/industry.

Age:

45 years as on the last date of the applications.

Pay Matrix and Level:

In Level-13A (Rs.131100-216600) of Pay Matrix under 7th CPC (Pre-Revised PB-4: GP-8900 under 6th CPC) plus DA, HRA, Transport Allowance, LTC etc. Total minimum emoluments as



on date would be Rs.2,57,844/- (Rupees two lakhs fifty-seven thousand eight hundred and forty-four) approx. per month with other admissible allowances and benefits as per Institute's rules.

Other Benefits:

Medical expenses on domiciliary treatment (OPD - Out Patient Department) for self & dependent family members within the Institute's ceiling limit of Rs. 32,500/- (Rupees thirty-two thousand five hundred only) per annum and yearly Mediclaim Insurance coverage for self & dependent family members up to Rs.4 Lacs (Rupees four lacs only) for hospitalization treatment. These limits are subject to revisions from time to time. Other applicable benefits like mobile reimbursement etc. will be as per the Institute's rules.

Probation:

02(Two) years

General Information:

- i. Applicants working in Govt./Semi Govt./Public Sector Undertakings/Autonomous Bodies should apply through proper channel. Candidates should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
- ii. Candidates on selection are required to submit relieving letter from their employer (Govt./Public sector/Private) at the time of joining the Institute, without which they will not be allowed to join.
- iii. Application forms should be supported by self-attested photograph and documents in respect of qualification, experience etc. of the candidates.
- iv. Age relaxation for SC/ST and OBCs is applicable as per Government of India norms.



- v. The candidates should super-scribe the position applied for at the top of the envelopes containing the application form.
- vi. The prescribed essential qualifications/experience indicated above is bare minimum and mere possession of the same will not entitle the candidates to be called for test/ interview. The Institute reserves the right to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and experience.
- vii. Degree as referred above should have been awarded by a recognized University/Institute.
- viii. Competent authority may relax the age and/or experience in deserving cases.
- ix. Subsequent amendments/modifications etc., if any, will be notified on the Institute's website (www.iimcal.ac.in) and may be referred by the interested candidates.
- x. Application fee of Rs.500/- (Rupees Five hundred) only (non-refundable) should be submitted in the form of Demand Draft in favour of "Indian Institute of Management Calcutta" payable at Kolkata. For Online Bank Transfer, Bank Details may be found as attached. SC/ST/PwD/Female candidates will not be required to submit the application fee.
- xi. Only the selected candidate(s) in respect of the previously mentioned post (if any) will be intimated accordingly. No interim queries will be entertained.
- xii. The authority reserves the right to reject/accept any/all candidature without assigning any reason.
- xiii. Out stationed candidates shortlisted for personal interview would be reimbursed to and fro fares as travelling allowance on submission of bills as mentioned below:
Travel Entitlement - Economy Class by air or AC-I by train.
- xiv. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
- xv. Canvassing in any form will lead to the cancellation of the candidature.

- xvi. The Institute reserves the right not to fill up the post advertised, without assigning any reason.
- xvii. In case of any dispute the decision of the Institute will be final.
- xviii. Applicants who had applied for the same position against any advertisement published in recent past and were not shortlisted for interview for the said position, need not apply within the next one year against any advertisement.

Interested candidates meeting the above requirements may apply on prescribed form addressed to: 'Senior Administrative Officer (HR)', Indian Institute Of Management Calcutta, D. H. Road, P.O. – Joka, Kolkata – 700 104 and the hard copy of the application should reach on or before 9th April, 2026.

[To Download the Application Form Click Here](#)

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English

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A+

A

A-

Screen Reader



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