



विकास प्रबंधन संस्थान
Development Management Institute

Ref. No. :- DMI/Ech./26/16-17/586

Date :- 19.07.2023

Appointment for Non-Teaching Positions

Advt. No. 01/2023

Established in 2014, Development Management Institute (DMI) is an academic institution engaged in Post Graduate and mid-career education, research and consulting in Development Management. It is currently functioning from its transit campus at Udyog Bhawan, East Gandhi Maidan, Patna - 800004.

The Institute is looking to hire competent professionals, with requisite qualifications and experience. Positions of interest are listed below; details of required qualification and experience, and related instructions for filling up of applications can be seen at <https://dmi.ac.in/current-staff-openings>. All appointments will be contractual with maximum tenure of 5 years.

Sl. No.	Positions	Category-wise Vacancy	Maximum Age (in Years)	Pay Band as per 7 th CPC
01.	Manager-Academic Program	UR-1		Level-10 Basic Pay-56,100
02.	Secretary	UR-1;BC-1;EWS-1; EBC (Female)-1 & UR (Female)-1	UR (Male)- 42, UR (Female)- 45,	
03.	Programme Assistant (PGP)	EBC-1; UR(Female)-1	EBC & BC (Male/Female)- 45	Level-4 Basic Pay-25,500
04.	Programme Assistant (CEP)	UR-1	SC/ST(Male/Female)- 47	
05.	Accountant	UR(Female)-1		
06.	IT-Enabled Services (ITeS) Assistant	EBC-1; UR(Female)-1;SC-1		
07.	Library Assistant	UR-1		
08.	Maintenance Engineer-Cum-Supervisor (Civil)	UR-1		
09.	Maintenance Engineer-Cum-Supervisor (Electrical)	EBC-1		

UR-Un-Reserved, BC-Backward Class, EBC-Extremely Backward Class SC/ST-Scheduled Caste/Scheduled Tribe EWS-Economically Weaker Section , CEP-Competency Enhancement Program , PGP-Post Graduate Program

- DMI follows the reservation policy of the Government of Bihar
- Detailed advertisement and online applications are available at <https://dmi.ac.in/current-staff-openings>
- Any addendum, re-addendum or corrigendum to this advertisement will be published only on our website www.dmi.ac.in
- Last date for submitting online application is 10th-August-2023

Director



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Development Management Institute, Patna invites online applications from Indian Nationals for the following posts:

Name of Position	Unreserved	Extremely Backward Class	Extremely Backward Class Female	Backward Class	Unreserved Female	Economically Weaker Section	Scheduled Caste	Total
Manager Academic Program	01	-	-	-	-	-	-	01
Secretary	01	-	01	01	01	01	-	05
Program Assistant (PGP)	-	01	-	-	01	-	-	02
Program Assistant (CEP)	01	-	-	-	-	-	-	01
Accountant	-	-	-	-	01	-	-	01
ITeS Assistant	-	01	-	-	01	-	01	03
Library Assistant	01	-	-	-	-	-	-	01
Maintenance Engineer Cum Supervisor (Civil)	01	-	-	-	-	-	-	01
Maintenance Engineer Cum Supervisor (Electrical)	-	01	-	-	-	-	-	01

Rules of Recruitment (RoR), Pay Level and Job Profile

1. **Manager-Academic Program**

Pay Level -10 under 7th Pay Matrix

Basic Pay: Rs. 56,100

Essential Qualification:

Post- Graduation in Business Administration (MBA) from a reputed university/Institute with at least 50% marks & a very high level of proficiency in the use of different application software packages.

Experience:

5-10 years of relevant experience in academic institutions and /or industry in a responsible position. Candidates with experience in academic institutions will be preferred.

Job Profile:

Should be able to support various academic programmes of the institute including planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action ,communicating with stakeholders, ensuring that deliverables align with program outcome.

2. **Secretary**

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

Essential Qualification:

Post-Graduation in any discipline from a reputed university/institute with at least 50% marks, and having very high level of proficiency in the use of different application software packages.

Experience:

3-5 years of relevant experience, in reputed organizations/ institutions/ firms in a responsible position.

Job Profile:

Should be able to support in all matters relating to General Administration, comprising Human Resources Management, Facilities Management in coordination with the maintenance agencies and staff, maintenance of all documents and records, etc. Ability to draft communications effectively and correspond independently is absolutely necessary. Familiarity with relevant statutes and ability to coordinate with legal advisors, judicial bodies, Govt. Departments, including local bodies are essential.

3. **Programme Assistant for Post Graduate Program**

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

Essential Qualification:

Graduation in any discipline from a reputed university/ institution with at least 50% marks and having a very high level of proficiency in the use of different application software packages.

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position. (Candidates with experience in academic institutions will be preferred).

Job Profile:

Should be in a position to provide total support relating to the conduct of the PDM, including assistance in preparation, organization and distribution of courseware, maintenance and management of programme files and records, such as participants' performance records, attendance, leave, preparation of draft schedules for interactive and experiential learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of PDM, effective administrative support for admissions, placement, examinations, evaluation, grading, convocation, academic events, etc.

4. Programme Assistant for Competency Enhancement Program

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

Essential Qualification:

Post-Graduate/ Graduate preferably in Business Administration from a reputed institution/University with at least 50% marks in Graduation, and having a very high level of proficiency in the use of different application software packages.

Experience:

3-5 years of relevant experience in or an equivalent academic setup or business organization.

Job Profile:

Should be in a position to provide total support for the conduct of Competency Enhancement Programs (CEP), including assistance for preparation, organization and distribution of courseware, maintenance of programme files and records, preparation of draft schedules for interactive and field learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of CEPs, effective administrative support for liaison with sponsors, maintenance of relevant records etc.

5. Accountant

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

Essential Qualification:

Graduation in Commerce/ Finance with at least 50% marks from a reputed university/institution & having a very high level of proficiency in the use of different Application software packages.

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible Position.

Job Profile:

Should be in a position to render effective support in respect of finance and accounts-related matters, including maintenance of accounts, preparation of financial planning and accounting reports at short notice, liaison with banks, CA firms, Govt. depts., etc.

6. IT-Enabled Services

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

i) Position- ITeS Assistant-Web Developer

Essential Qualification:

Graduation in Computer Science/ Computer Applications from a reputed institution/university with at least 50% marks and having a very high level of proficiency in the use of different application software packages.

Desirable Qualification:

- Proficiency in CSS, JavaScript, HTML, NodeJS, PHP
- Database Management MySQL, SQL Server
- API Development & Integration across various platform
- Adhering to web standards, Open source, security of the website
- Working experience on cloud & web hosting is an advantages

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.

ii) Position- ITeS Assistant- Hardware

Essential Qualification:

Graduation in Computer Science/ Computer Applications from a reputed institution/university with at least 50% marks and having a very high level of proficiency in the use of different application software packages.

Desirable Qualification:

- Working experience on maintaining CISCO networks, LAN, Extended LAN, Hardware & software, accessories
- Maintenance and troubleshooting of PCs, Laptops, Projectors, Printers, CCTV and accessories
- Maintenance and troubleshooting of systems real time information on hardware and software
- Networking certification in CCNA, MSCE/RHCE would be an advantage

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.

iii) Position- ITeS Assistant- MIS

Essential Qualification:

Graduation in Computer Science/ Computer Applications with at least 50% marks from a reputed institution/university and having a very high level of proficiency in the use of different application software packages.

Desirable Qualification:

- Experience in MIS Process documentation and report preparations
- Working experience in Database management in MySQL, SQL
- Advanced Microsoft, Excel, Power point
- Work experience on ERP platform like Oracle, SAP etc.

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.

Job Profile for IT Enabled Services (ITeS) Assistant

Should be capable of independently handling the IT infrastructure of the Institute, comprising PCs, laptops, peripherals, networks, associated hardware and software, audio- visual aids, etc. for near 100% uptime, coordination with the

website maintenance agency of the Institute, maintenance of systematic real-time information on all hardware and software, and all other tasks related to ITeS.

7. Library Assistant

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

Essential Qualification:

Graduation in Library and Information Science with at least 50% marks from a reputed institution and having a very high level of proficiency in the use of different application software packages for Library Management.

Experience:

3-5 years of relevant post qualification experience in library of reputed organizations/ institutions in a responsible position.

Job Profile:

Should be able to support in all matters relating to Library Administration, comprising:

- Assist library visitors in finding what they need, in print and online
- Register new subscribers and maintain and update their profiles
- Checking books in and out at the front desk and catalog new items
- Actively shelve returned items and arrange the repair of damaged materials
- Organize IT access and solving user problems
- Manage counter, phone, and email enquiries
- Ensure copyright license agreements are followed
- Cataloguing audio visuals and other mediums
- Assist in procurement and updation of academic database as per requirement

8. Maintenance Engineer-Cum-Supervisor

Pay Level – 4 under 7th Pay Matrix

Basic Pay: Rs. 25500

i. Position- Maintenance Engineer-Cum-Supervisor (Civil)

Essential Qualification:

Degree or Diploma in Civil Engineering with at least 50% marks in degree or diploma level from a reputed institution/university and having a very high level of proficiency in the use of different application software packages.

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.

Job Profile:

Should be in a position to develop a good maintenance plan for facilities of the Institute and ensure their uptime to about 100%. Should be innovative and agile and ensure compliance with all statutory requirements concerning the facilities, and be capable of coordinating with different Govt. departments and other agencies for installation of new and additional equipment, renewal of approvals, licenses, etc. Should be capable of managing the maintenance of spare parts, consumables, etc. and should draft and manage contracts for services independently. Proficiency in various engineering standards, specifications, codes is absolutely necessary. Should be able to oversee construction and development work in the new campus of the Institute.

ii. Position- Maintenance Engineer-Cum-Supervisor (Electrical)

Essential Qualification:

Degree or Diploma in Electrical Engineering with at least 50% marks in degree or diploma level from a reputed institution/university, and having a very high level of proficiency in the use of different application software packages.

Experience:

3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.

Job Profile:

Should be in a position to develop a good maintenance plan for facilities of the Institute and ensure their uptime to about 100%. Should be innovative and agile and ensure compliance with all statutory requirements concerning the facilities, and be capable of coordinating with different Govt. departments and other agencies for installation of new and additional equipment, renewal of approvals, licenses, etc. Should be capable of managing the maintenance of spare parts, consumables, etc. and should draft and manage contracts for services independently. Proficiency in various engineering standards, specifications, codes is absolutely necessary. Should be able to oversee construction and development work in the new campus of the Institute.



GENERAL INFORMATION

1. Online application will be submitted by clicking on link given <https://dmi.ac.in/current-staff-openings>
2. The application fee of Rs 300/- for Unreserved Male, Rs 200 for Backward Class/Extremely Backward Class, Economically Weaker Section & Unreserved Female and Rs 100/ for Scheduled Caste/Scheduled Tribe category and Persons with Disabilities (PwD).
3. **Application fee payment should be remitted online through the application portal.**
4. Applications accompanied by requisite fees will only be considered valid.
5. One candidate can apply for one post only.
6. The upper age limit is as follows: Unreserved (Male)-42 years , Backward Class/Extremely Backward Class (Male & Female) -45 years , Unreserved (Female)-45 years , Scheduled Caste/Scheduled Tribe(Male & Female)-47 years.
7. Persons with Disabilities (PwD) will get age relaxation of ten years over & above the age limit mentioned in Serial Number 6.
8. All positions are on contractual basis for a period of five years which may be renewed subject to annual performance appraisal.
9. Interested candidates may apply online furnishing all particulars of qualifications, experience, and salary drawn along with names of two referees from concerned industry/field/area.
10. Incomplete applications in any respect will not be entertained by the Institute and application fee once received will not be refunded.
11. All qualifications must be from UGC recognized University/ Deemed University or AICTE approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognized by Association of Indian University (AIU).
12. Cut-off date for determining the age & experience shall be 30th-June-2023.
13. Candidates seeking relaxation in age and application fee will be required to produce relevant proof of eligibility at the time of applying to avail relaxation.
14. Reservation Policy will apply as per Government of Bihar Rules. Candidates seeking reservation benefit have to produce relevant certificate to that effect at the time of applying.
15. Reservation benefit will be applicable to applicants who are domicile of Bihar. Applicants from other state will be treated as unreserved category.
16. Candidates already in government service should either apply through proper channel or should produce a 'No Objection Certificate' (NOC) from the present employer at the time of Personal Interview & Computer Proficiency Test (CPT), if called for the same. Applicants without NOC will not be permitted to appear in the Interview and CPT.
17. Applications of the candidates who submit two or more applications for one position will be rejected and application fee will not be refunded.
18. Experience gained after acquiring the minimum essential qualification only would be considered for deciding the eligibility.
19. The selection process will consist of an online exam. Those who qualify in the online exam will be called for Computer Proficiency Test and Personal Interview.
20. Wait-listed panel will be valid up to 02 years.
21. Canvassing in any form will lead to disqualification.
22. No TA/DA or any other expense will be reimbursed for attending the selection process at any stage
23. The last date of submitting the application form is 10th August 2023
24. DMI reserves the right to cancel this recruitment process fully or partially at any stage at its discretion.
25. All information furnished by the candidate should be correct. Furnishing wrong information at any stage of recruitment and selection process will lead to disqualification.

