



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2025/43

Date: 23 July 2025

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Chief Administrative Officer (CAO)
Job Purpose	The Chief Administrative Officer is a senior functionary who provides administrative support which facilitates planning, directing and controlling in accordance with the set policies of the Institute for the activities such as Infrastructure and estate management, Transport, Security, Public Relations, Stores & Purchase, Facilities, Community Welfare, Students Hostels, Land etc. The position calls for people with high educational qualifications, maturity, and integrity and rich experience in similarly placed academic institutions.
Job Type	Contractual- non-teaching. The position reports into the Dean Administration
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• The incumbent should work with the Director and Deans to provide the highest level of admin support that will enable the institute to sustain world class levels in research and teaching.• Should have familiarity with the laws and regulations governing higher academic institutions.• The incumbent should have a good understanding of General Financial Rules (GFR).• The person should be planning and be driving the Institute's Administrative Activities which include Infrastructure and Estate Management.• Responsible for coordination and interaction with the architects, engineers, and the vendors for ensuring quality delivery of the projects of the Institute related to Infrastructure and Estate and complying with the set timelines and standards.• Responsible for management of activities of the Transport, Security, Public Relations, Stores & Purchase, Students Hostel and Facilities functions of the Institute.• Plan, direct, and control the administrative activities in accordance with the policies of the Institute.• Sharing of various guidelines and orders received from the Government of India time to time with the respective stakeholders.• Interaction with the local and State Govt. maintaining cordial relationships and compliance with local authorities, municipality, State and Central Govt.• Should have interacted with various departments, faculty, staff, and students to understand their expectations related to Administrative Activities.• Educate and clarify internal customers on matters related to the various administrative processes, systems, and controls.• Provide support to the departments on commercial legal matters, validation of MOU's, financial agreements.• Ensuring Statutory Compliance related to the departments handled on an ongoing basis.• Supporting top management in all matters of strategic planning.• Develop and Implement MIS for the departments handled.• Develop MIS for top management of the Institute and the Board for decision making related to the infrastructure, estate, stores & purchase, Students Hostel and Facilities.• Will perform the role as a Secretary to the Board of Governors of the Institute• Responsible for making arrangements for the institute functions like foundation day, annual convocation, and other large scale student involvement activities.• Any other work assigned by the Institute from time to time.

Key Skill and Ability Requirements	<ul style="list-style-type: none"> • The position calls for a person with maturity and integrity and rich experience in similarly placed academic institutions. The CAO is required to lead a team of officers in the Institute and guide them in their day-to-day activities and to coordinate with the academic and administrative activities which include general administration, estate management, engineering, construction, stores & purchase, contract services. • The person should be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow-up and customer service orientation with internal clients. • Ability to identify and collaborate with internal stakeholders and should have ability to work effectively with members of the staff and faculty. • Proficiency in MS Office software, e-mail, electronic scheduling, databases and internet and ERP. • Maintaining organized and accurate written and electronic records of all relevant work in the department and the results thereof.
Qualification and Personal Profile	<ul style="list-style-type: none"> • Candidates should be a Post-Graduate Degree/ Post Graduate Diploma in management / Institute OR Graduate degree in Law / Institute OR Engineering graduates with a Post Graduate degree /diploma in management from a reputed University. • At least 15 years of administrative experience in Higher Education Institution /Government/Autonomous Body/PSU/Commercial organization of national/international repute, in a responsible position. Out of 15 years' experience, necessarily three years in a reputed academic institution/university. • The incumbent should have experience in handling the assignments listed under major duties & responsibilities. • Candidates should have hands-on experience in working in an ERP environment and should have very good IT skills. • Should be fluent in English, Kannada, and Hindi • Age: Should be below 55 years.
Compensation	<p>The selected candidate will be offered a fixed appointment for the period of three years, on a consolidated monthly salary on CTC mode, contract may be renewable subject to satisfactory performance. The salary will be in the range of 33 Lakhs to 36 Lakhs per annum. Additionally, Insurance and Medical Benefit will be applicable.</p>

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is **10th August 2025**. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- **10th & 12th Marksheets.**
- **Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- **Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters along with relieving letters.**
- **Recent 3 months' payslips or 3 months' income proof, current company offer letter.**
- **If you have undergone any training, kindly attach the training certificates.**

Applications without these documents will be treated as incomplete and will not be considered.