



# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

**Advertisement Ref. No. IIMV/Admin/Rectt./Asst./02/2021 Dated April 25, 2021**

**NOTE:**

The candidates who have submitted their applications for the position of Assistants against the Advertisement Ref. No. IIMV/Admin/Rectt./Asst./01/2021 Dated March 25, 2021 **NEED NOT apply against this advertisement.** Their applications will be considered as submitted for this advertisement.

**Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on Contract Basis for a period of One year.**

1. Assistant (Academics & Research) – in the areas of Organization Behaviour & Human Resources; Production and Operations Management; Decision Science; Information Systems; Strategy; Marketing; Economics; Finance & Accounting; Entrepreneurship, Research & Consultancy etc.
2. Assistant (Administration & Programs) – in the areas of Administration; Admissions; International Relations Office; Incubation and Entrepreneurship Development, Programs Office; Purchase & Stores etc.

**A. Educational Qualifications:**

- Essential: Post-Graduate Degree in Commerce, Computer Applications, Computer Science, Engineering, Entrepreneurship, Management (MBA/PGDM), Mathematics, Operations Research, Statistics or Technology with minimum 55% marks or equivalent CGPA **(OR)** CA/CMA.

**B. Work Experience:**

- Essential:
  - Minimum 2 (two) years of post-qualification experience in a higher education institution in the relevant areas.
  - Good knowledge and hands-on experience of MS Office.
- Preferable:
  - Work experience in the relevant areas in Centrally Funded Technical Institutions.
  - Good knowledge and hands-on experience of Statistical and Data Analytics Tools.

**C. Job Description:**

- Assisting the faculty/authorities in activities related to: Teaching, Research, Course Development, Training and Allied Knowledge Areas; Academic Program Management, HR, Administration, Finance & Accounts, Stores & Purchase, Design, development and maintenance of websites and web portals, Digital Marketing, Business Development, International Relations etc.

**D. Terms and Conditions:**

1. **Number of positions:** As per the requirement of the Institute at the time of recruitment.
2. **Age:** Not exceeding 35 years. Relaxation in upper age limit is admissible for candidates belonging to SC/ST/OBC/DAP as per the Government of India rules.
3. **Consolidated Salary:** Up to Rs. 50,000/- p.m. (consolidated), based on the Institute's norms, commensurate with qualifications, experience, last-pay drawn and performance in the selection process. No additional allowances or reimbursements of any kind would be admissible.
4. **Nature of Appointment:** On purely contract basis for a fixed period of one year.

**E. General:**

- a. All the educational qualifications acquired should be duly recognized in law.
- b. The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- c. The Institute encourages diversity in workplace and woman candidates are encouraged to apply.
- d. Mere fulfilment of qualifications and experience does not entitle an applicant to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number, based on relevant criteria, higher than the minimum prescribed.
- e. Age and experience would be reckoned as on the closing date of applications.
- f. Higher salary may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh.
- h. Candidates are advised to visit the website of IIM Visakhapatnam ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) regularly, for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- i. The Institute will communicate only with short-listed candidates.
- j. Candidates in employment (Government or Public Sector) must produce relieving orders from their current employers at the time joining the Institute, failing which, they will not be permitted to join.
- k. No correspondence from applicants shall be entertained during the recruitment process.
- l. Canvassing in any form will lead to disqualification.
- m. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- n. In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.
- o. Selection process may include assessment of one or more of the following: (i) Quantitative Aptitude; (ii) Data Interpretation and Logical Reasoning; (iii) Verbal and Reading Comprehension; (iv) Computer-based problem-solving exercise; (v) Personal Interview. The selection process may be held in online mode or physical-presence mode. No charges whatsoever shall be admissible/payable for attending the selection process.
- p. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) shortlisting and selection. No request or correspondence of any kind in this regard would be entertained.

- q. The Institute may not fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability.
- r. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- s. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

**F. How to apply:**

- 1. The candidates submitted their applications for the position of Assistants against the Advertisement Ref. No. IIMV/Admin/Rectt./Asst./01/2021 Dated March 25, 2021 need not to apply against this advertisement. Their applications will be considered as submitted for this advertisement.
- 2. Interested candidates are invited to apply using the prescribed format only, available on the website ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)). Applications not conforming to the format are liable to be rejected.
- 3. Filled-in, signed and scanned (pdf/word format) applications should be sent by e-mail only to [assistrecruit2021@iimv.ac.in](mailto:assistrecruit2021@iimv.ac.in)
- 4. **No supporting documents (copies evidencing educational qualifications, experience, etc.) are required at this stage.**
- 5. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably.
- 6. All information furnished MUST be based on supporting documentation (which will be called for, only from short-listed candidates). Incomplete/incorrect/sketchy and unsigned applications are liable to be rejected. Applications received in any other format will not be accepted.
- 7. Last date for receiving the application is **05-May-2021 (Wednesday) by 16:00 Hrs.**
- 8. Applications received after last date and time will not be considered.
- 9. The Institute is not responsible for any delay in submission of the application.