



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

## RECRUITMENT OF NON-TEACHING STAFF

ADVERTISEMENT REF. NO. IIMV/NTS/2020/01 DATED 05 SEPTEMBER 2020

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on Regular or Contract Basis.

Table-1

| Cadre Sr. No. | Cadre   | Flexi-cadre<br>(depending on<br>nature and<br>extent of<br>relevant<br>experience)<br>Pls. refer to<br>Table-2. | No. of<br>Posts | Regular /<br>Contract   | Designation<br>for posts on<br>regular rolls                                     |
|---------------|---|---|-----------------|---|--|
| C1            | Building & Works, Estate,<br>Engineering, Projects  | P1, P2, P3, P4  | 2               | Depending<br>on nature<br>and extent<br>of relevant<br>experience<br>&<br>performance<br>in the<br>selection<br>process | As<br>applicable<br>to the<br>relevant<br>Position<br>Level, in the<br>Institute |
| C2            | Administration, HR, Stores<br>& Purchase  | P1, P2, P3, P4, P5  | 4               |   |  |
| C3            | Admissions, Academics,<br>Programs  | P1, P2, P3, P4, P5  | 4               |   |  |
| C4            | Library & Information<br>Sciences   | P1  | 2               |   |  |
| C5            | Finance, Accounts & Audit   | P1  | 2               |   |  |
| C6            | IT, Systems, Networking   | P1  | 2               |   |  |
| C7            | Career Development<br>Services, Alumni Relations,<br>Media & Public Relations,<br>Corporate Outreach,<br>Business Development,<br>Marketing | P1, P2, P3, P4, P5  | 1               |   |  |

Table-2

| Position Level(*) | 6 <sup>th</sup> CPC Pay Band &<br>Grade Pay | 7 <sup>th</sup> CPC Pay<br>Level | Group   |
|-------------------|---|----------------------------------|---------|
| P1                | PB-2, GP Rs.4200/-                          | Pay Level-6                      | Group-B |
| P2                | PB-2, GP Rs.4600/-                          | Pay Level-7                      | Group-B |
| P3                | PB-2, GP Rs.4800/-                          | Pay Level-8                      | Group-B |
| P4                | PB-3, GP Rs.5400/-                          | Pay Level-10                     | Group-A |
| P5                | PB-3, GP Rs.6600/-                          | Pay Level-11                     | Group-A |

Terms & Conditions

**A. Qualifications, Age & Experience**

- (1) For all PB-2 positions, minimum qualification required is graduation. For PB-2 positions in Building & Works, Estate, Projects, Engineering cadre (since they would be field-positions on site) a Diploma holder in the relevant discipline would also be eligible, provided he/she has relevant experience 1.5 times that needed for a graduate, rounded off to the next higher year (Please refer to Table-3). For all PB-3 positions, minimum qualification requirement shall be post-graduation. "Post-graduation" includes professional qualifications which are deemed as equivalent to master's degree, in accordance with the law for the time being in force. Post-graduate qualification should have relevance to the cadre/function.
- (2) For recruitment at any level (except for the entry-level position of PB-2, GP-4200), prior (relevant) experience requirement (in completed years) at the previous level(s) shall be as given in Table-4.
- (3) Thorough hands-on experience in use of computers and office productivity tools is a must for all positions. Hands-on experience of popular application software packages in the relevant domain/function shall be highly desirable and preferable.
- (4) Total (relevant) experience requirement shall be as follows:

**Table-3**

| <u>ELIGIBILITY TO GET INTO:</u><br>7 <sup>th</sup> CPC Level<br>[6 <sup>th</sup> CPC Pay-Band & Grade Pay] | Total Experience Requirement<br>(Years) |
|--|---|
| Level-6 [PB-2 (4200)]  | 8                                       |
| Level-7 [PB-2 (4600)]  | 10                                      |
| Level-8 [PB-2 (4800)]  | 12                                      |
| Level-10 [PB-3 (5400)]   | 16                                      |
| Level-11 [PB-3 (6600)]   | 18                                      |

**Table-4**

| 7 <sup>th</sup> CPC Level;<br>[6 <sup>th</sup> CPC Pay-Band & GP] | 7 <sup>th</sup> CPC Level;<br>[6 <sup>th</sup> CPC Pay-Band & GP] | Minimum Qualifying<br>Service (Completed Years)<br>at Previous Level |
|---|---|--|
| Currently at  | For applying to   |  |
| Level-6 [PB-2 (4200)]   | Level-7 [PB-2 (4600)]   | 4 (Four)   |
| Level-6 [PB-2 (4200)]   | Level-8   | 4 (Four)   |
| Level-7 [PB-2 (4600)]   | PB-2 (4800)   | 2 (Two)  |
| Level-6 [PB-2 (4200)]   | Level-10  | 6 (Six)  |
| Level-7 [PB-2 (4600)]   | PB-3 (5400)   | 2 (Two)  |
| Level-8 [PB-2 (4800)]   |   | 2 (Two)  |
| Level-6 [PB-2 (4200)]   | Level-11  | 7 (Seven)  |
| Level-7 [PB-2 (4600)]   | PB-3 (6600)   | 5 (Five)   |
| Level-8 [PB-2 (4800)]   |   | 4 (Four)   |
| Level-10 [PB-3 (5400)]  |   | 4 (Four)   |

**B. Positions**

- (5) For positions on regular rolls, designations; pay and allowances; and terms and conditions of service shall be in accordance with the rules of the Institute, which are broadly in tune with those of GOI.

(6) For Contractual Positions:

(a) Designations (Contractual Positions)

| 7 <sup>th</sup> CPC Level<br>[6 <sup>th</sup> CPC Pay-Band & Grade Pay] | Designations for Contractual Staff |
|---|------------------------------------|
| Level-6 [PB-2 (4200)]   | Project Executive                  |
| Level-7 [PB-2 (4600)]   | Senior Project Executive           |
| Level-8 [PB-2 (4800)]   | Assistant Manager                  |
| Level-10 [PB-3 (5400)]  | Manager                            |
| Level-11 [PB-3 (6600)]  | Senior Manager                     |

(b) Compensation Structure (Contractual Positions)

- a. DA & HRA as per Central Government Rates.
- b. 14% of (Basic + DA) as NPS Employer Contribution.
- c. Medical Allowance of Rs.20,000/- per year, payable proportionately with monthly salary.
- d. Telephone Allowance of Rs.1,500/- per month.
- e. Internet/Broadband Allowance of Rs.1,000/- per month.
- f. Annual increment at 3% of Basic.
- g. Health Insurance as per Institute norms for regular employees. However, 10% premium payable upfront by the employee; 90% to be borne by the Institute.

C. Pay Fixation

Basic Pay fixation at any level for regular or contractual positions would be as may be recommended by the Selection Committee. In deserving cases, such as candidates possessing professional, specialized, or post-graduate qualifications of relevance to their cadre/function (which are above the minimum prescribed for their position); nature and extent of relevant experience; and performance in the selection process, a higher-start may be considered.

D. Other Terms

- (1) Vacancies across cadres and positions are fungible/inter-changeable.
- (2) The selected candidate may be posted in or transferred to any cadre, centre, cell, area, function, department at any time that the Institute deems fit. Accordingly, the duties and responsibilities and/or the reporting relationship of the incumbent may change, depending on exigencies of work, at any time. Also, appropriate designations may be given by the Institute, specific to the work-domain(s) of the incumbents.
- (3) The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh. The Institute is likely to move to its permanent campus located in Gambheeram Village in Anandapuram Mandal, in about three years. The permanent campus is about 20 Km.s from the present (temporary/transit) campus.
- (4) The Institute reserves the right to transfer the incumbent to any Campus/Centre that it may open at any other location in India, in future.
- (5) The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- (6) For all positions, experience of working in Centrally-Funded Technical Institutions will be given due preference and weightage, other things being equal.
- (7) Candidates should have scored at least 55% marks (or equivalent CGPA) in bachelor's and master's degrees. It is essential that candidates acquire the qualifications in the first attempt.

- (8) Age and experience requirements shall be reckoned as on the closing date of the advertisement; Duration of PhD (if any, and experience acquired therein) will not be counted as experience.
- (9) Qualifications and experience of candidates must be relevant to the cadre advertised and position applying for.
- (10) Additional professional qualifications will be given due preference, if they are relevant to the Cadre (viz. C1 to C7) concerned. For example:
- For C1: Post-graduate qualifications in Structural Engineering, Project Management. Project Management Software like Microsoft Project, Building Management Systems, Tendering, Thorough knowledge of Works, Procurement and Maintenance Manuals etc.
- For C2: Materials Management, Supply Chain Management, Vendor evaluation and rating; Through knowledge of GOI Rules like GFR, CCS Rules, FRSR, DFPR etc.; Personnel Management & Industrial Relations, thorough knowledge of relevant Acts etc.
- For C3: Through knowledge and hands-on experience in Microsoft Excel, Learning Management Systems like Moodle etc., Online Examination Software like ExamSoft, DigiExam etc. Web-conferencing tools like CISCO WebEx, Zoom etc.
- For C4: Hands-on experience in using Koha Library Management Software; e-knowledge sources, tools like 'Impartus', 'Turnitin' etc.
- For C5: CA, CMA, CS, CFA or Law qualifications; Experience in Contract Management.
- For C6: Master's Degree in Computer Science or Information Technology; Certifications of ISACA like CISA, CISM, CRISC etc.; CCNA, CCNP Certifications; Hands-on experience of Website design tools like PHP; CoreIDRAW; Hands-on experience on MS Office suite of products, Maintenance of Learning Management Systems like Moodle, Online Examination Software like ExamSoft, DigiExam, Mercer Mettl, and Web-conferencing tools like CISCO WebEx, Zoom.
- For C7: PGDM or MBA from a reputed business school; Hand-on experience in placing large cohorts of MBA/PGDM students for Summer and Final Placements in reputed organizations; Handling the end-to-end process of Admissions etc.
- (11) Qualifications acquired must be duly recognized in law.
- (12) Except for the entry-level position at PB-2, GP-4200, only officer/executive and higher-level experience of applicants would be counted.
- (13) Minimum age shall be 26 years for all positions. Maximum age for all PB-2 positions shall be 40 years; and for all PB-3 positions, 45 years. Age relaxations (above these ceilings) shall apply as per government norms.
- (14) GOI rules for reservations and relaxations for the deserving categories will apply.
- (15) Candidates employed in Organizations/Institutions (including Autonomous Institutions) under the Government (Central or State); or Public-Sector Undertakings (Central or State) must apply through proper channel; or, produce a No Objection Certificate (NOC) at the time of interview; If selected, and if employed in Organizations/Institutions (including Autonomous Institutions) under the Government (Central or State); or Public-Sector Undertakings (Central or State), candidates must produce a Relieving Letter at the time of reporting for duty. Such candidates may send advance applications, but, if found eligible and shortlisted, they would be allowed take

part in the selection process only if the application is received through proper channel and/or a No Objection Certificate is produced on or before the Interview.

- (16) Probation period for positions on regular rolls shall be two years.
- (17) The Institute reserves the right to include in the recruitment process, those eligible candidates too, who may not apply.
- (18) Candidates are advised to visit the website of IIM Visakhapatnam ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) regularly for updates. Updated information, amendments, corrigenda (if any), will be placed on the Institute website only.
- (19) Mere fulfilment of qualifications and experience does not entitle a candidate 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.
- (20) The selection process may involve one or more components like multiple choice question written test (on verbal ability, quantitative aptitude, data interpretation and logical reasoning), group discussion, case-study presentation and interview. These may take place through physical-presence mode or virtual (online) mode.
- (21) The number and nature of positions may vary at any time during the selection/recruitment.
- (22) Those candidates who are not found suitable for the positions advertised, but otherwise found inclined and fit for academic and research support roles (for assisting the faculty in teaching and research) may be offered positions as Academic Associates, on contract (only).
- (23) The Institute reserves the right to fill or not to fill any or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability.
- (24) If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, the offer appointment may be cancelled, withdrawn; or service terminated forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false information (in whole or part) may lead to similar penal action at any stage of recruitment.
- (25) Issuance of letter for attending the selection process will not confer any right for appointment.
- (26) Applications which are not in prescribed form, filled incorrectly or incomplete may be rejected outright. No correspondence will be entertained in this regard.
- (27) The Institute strives to have a workforce with gender balance and hence, female candidates are especially encouraged to apply.
- (28) All recruitment shall be done on the recommendations of duly constituted Screening Committee and the Selection Committee.
- (29) For the selected candidates, there shall be no scope for fixing or altering pay outside the decision of the Selection Committee.
- (30) Initial screening of application received will be held for each post, cadre-wise by a duly appointed Screening Committee and for those shortlisted candidates, who fulfil all requirements given in the advertisement, personal interview would be conducted by a duly constituted Selection Committee.

- (31) The Institute reserves the right to cancel, restrict, enlarge, modify or alter the recruitment process in whole or part, if need arises, without issuing any further notice or assigning any reason thereof.
- (32) No correspondence will be entertained from candidates not shortlisted for interview or not selected for appointment.
- (33) In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication, offer or appointment made to the candidate, without incurring any liability whatsoever.
- (34) No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- (35) The candidates should not have been convicted by any Court of Law.
- (36) The decision of the Institute in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, shortlisting, selection and allotment of cadres/sub-cadres/posts to the selected candidates, offer of appointment on regular or contract basis etc. will be final and binding on the candidates. No request or correspondence in any matter will be entertained in this regard.
- (37) The reserves the right to offer contract positions to persons who may have applied for regular positions and fill the positions at lower level than that advertised or applied for.
- (38) The Institute reserves the right to extend the closing date for receipt of applications and also the right to postpone/cancel the recruitment exercise (in whole or part) for any, some or all the posts, at any stage.
- (39) The Institute reserves the right, not to fill any, some or all post(s) herein advertised, for any reason that it deems fit.
- (40) The experience and related details claimed by the candidate in his/her application must be evidenced by the Experience or Service Certificates from the employer mentioning the Pay Scale, Pay Band, Grade Pay, Basic Pay, Allowances, Variable Pay, Incentives, Reimbursements, Nature of Employment, Duration of employment, Designation (Post), Role-responsibilities etc.
- (41) Canvassing in any form will be a disqualification.
- (42) In all matters of selection, recruitment, appointment and service, the interpretation and decision of the Competent (Appointing) Authority of the Institute shall be final and binding.
- (43) Disputes (if any) shall be subject to jurisdiction of the competent courts of the city of Visakhapatnam and/or Andhra Pradesh, India.

**E. How to Apply**

- (1) 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.

- (2) Applications must be accompanied by:
- Statement of Purpose (1000 Words)
  - Your proposed contribution to the Institute (1000 words)
  - Your notable achievements in education and employment
  - Awards, Rewards, Recognitions won and/or professional affiliations
  - Professional References - relevant and not relatives - (three) with Name, Designation, Organization, e-Mail ID, Mobile and Landline
- (3) Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished MUST be based on supporting documentation (which will be called for, from short-listed candidates). Incomplete/incorrect/sketchy applications are liable to be rejected.
- (4) It is reiterated that no copy of any certificate/supporting documentation need be attached/submitted, at this stage. Such proof would be sought later, ONLY from short-listed applicants.
- (5) Scanned copies (in PDF format) of the completely filled-in and signed (self-attested) application form along with additional information sheets as annexures forming part of the application, along with Category Certificate (only) issued by the competent authority, if applicable, should be sent through e-mail on [staffrecruit2020aug@iimv.ac.in](mailto:staffrecruit2020aug@iimv.ac.in), ensuring it reaches the Institute latest by 05-Oct-2020 (Monday), 1700 Hrs.
- (6) Important: Hard copy of the application, as submitted by mail, with all pages along with additional information sheets as annexures (forming part of the application) and the Category Certificate duly signed (self-attested), should be sent by Speed Post/Courier to the address given below, ensuring it reaches the Institute latest by 15-Oct-2020 (Thursday), 1700 Hrs. It is reiterated that no other certificates/supporting documentation need be attached at this stage, except the Category Certificate.

**THE SENIOR ADMINISTRATIVE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM  
ANDHRA UNIVERSITY CAMPUS  
VISAKHAPATNAM - 530 003  
ANDHRA PRADESH, INDIA**

- (7) The envelope cover containing the hard copy of the application form should be labelled as: "ADVERTISEMENT REF. NO. IIMV/NTS/2020/01 DATED 05 SEPTEMBER 2020"
- (8) IIMV is not responsible for postal delays, if any. Applications received after the last date and time will NOT be considered.
- (9) The Institute will communicate only with short-listed candidates. It is explicitly made clear that no correspondence, whatsoever, from applicants shall be entertained.

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