



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Non-Teaching Staff Recruitment
Advertisement Ref. No. 03/2019 Dated June 05, 2019

Name of the post: Executive

A. Functions:

Assist the reporting authorities in one or more of the following functions/departments:

- a. Personnel & Human Resource Management
- b. General Administration
- c. Purchase & Stores
- d. Finance & Accounts
- e. Hostel & Mess Administration
- f. Management of Academic Programs (Long-duration Programs, Executive Education, Management Development Programs, Entrepreneurship Development Programs)
- g. Career Development Services & Alumni Relations
- h. Business Development; Corporate Communications & Outreach
- i. Accreditation
- j. Library & Information Sciences; Knowledge Resources
- k. Information Technology
- l. Other Academic/Administrative Support Functions

B. Educational Qualifications:

Essential:

- MBA/PGDM with at least 70% marks or equivalent;
(or)
- Post-graduate degree in the relevant discipline with at least 70% marks or equivalent;
(or)
- Graduation with CA/ICWA

C. Experience: (Essential)

- Good knowledge and hands-on experience of:
 - Office Productivity Tools like MS Office
 - Application software packages in the relevant discipline (e.g. Tally)
- At least two years of full-time, relevant experience in one or more of the above areas in academic institutions of high repute such as IIMs, IITs, IISc Bangalore, NITIE Mumbai, IISERs etc. or similarly acclaimed research institutions/establishments under the Central Government.
- Good oral and written communication skills.
- Familiarity with GOI Acts and Rules pertaining to the relevant discipline.

D. Age:

Not exceeding 30 years.

E. Consolidated Salary:

Up to Rs.50,000/- p.m. based on Institute's norms, commensurate with qualifications; experience, last pay drawn and performance in the selection process.

Terms & Conditions

I. **Nature of Appointment:**

Currently on fixed-tenure contract for a period up to three years. May be regularized in future in a suitable scale of 7th CPC and absorbed in the Institute at an appropriate level, subject to: requirements of the Institute at that juncture; GOI guidelines; availability of positions; extant rules and regulations of the Institute; conduct and performance of the incumbent; approval of the competent authority, etc.

II. **Other Terms & Conditions:**

- a) The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- b) The Institute reserves the right to include in the selection process, the candidature of persons who may not have applied.
- c) 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.
- d) Qualifications acquired must be duly recognized in law.
- e) Age and experience would be reckoned as on the closing date of applications.
- f) The selected candidate may be posted in any 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, at the discretion of the competent authority, at any time. Also, appropriate designations may be given by the Institute, specific to the work-domain(s) of the incumbents.
- g) 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.
- h) 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.
- i) Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- j) The Institute will communicate only with short-listed candidates.
- k) Short-listed candidates employed in a Government (Central or State) Department, Organization or Autonomous Institution; or, Public-Sector Undertaking (Central or State) MUST produce a No Objection Certificate (NOC) at the time of interview. Otherwise they will not be interviewed.
- l) No correspondence from applicants shall be entertained during the recruitment process.
- m) Canvassing in any form will lead to disqualification.
- n) The Institute requires the selected candidates to join at the very earliest.
- o) **Candidates who have been interviewed by the Institute for any position in the past two years w.r.t. the closing date of applications of this advertisement, NEED NOT apply.**
- p) In all matters of recruitment and selection, the interpretation and decision of the Screening and Recruitment Committees of the Institute shall be final and binding.
- q) Selection process may include one or more of the following: (i) Test on Quantitative Aptitude; Data Interpretation; Logical Reasoning; and/or Verbal & Reading Comprehension; (ii) Computer-based problem-solving exercise; (iii) Personal Interview.
- r) Candidates may be considered for a post lower than that applied for, if they are otherwise found suitable. Similarly, higher position/salary may be offered in deserving cases.
- s) Disputes (if any) shall be subject to the jurisdiction of civil courts of the city of Visakhapatnam, Andhra Pradesh.

III. How to apply:

- a) Interested candidates are invited to apply using the prescribed format only, available on the (www.iimv.ac.in/careers) page. 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. Incomplete/incorrect applications are liable to be rejected.
- b) At the time of submitting the application, copies of certificates/supporting documentation NEED NOT be attached. Such proof would be sought ONLY from the short-listed candidates.
- c) The closing date for receipt of applications by the Institute is 28 June 2019 (Friday), 1700 Hrs.
- d) Filled in hard copy of applications, with all pages along with additional sheets / annexures (forming part of the application) duly signed, should be sent by Speed Post/Courier to the address given below ensuring that the Institute receives the same by the closing date and time. It is reiterated that no certificates/supporting documentation need be attached at this stage. The Institute will not be responsible for postal delays.

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

**APPLICATIONS SUBMITTED IN ANY FORM OTHER THAN THE PRESCRIBED FORMAT WILL BE
SUMMARILY REJECTED.**

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