



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

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Andhra Pradesh, INDIA. Tel: +91 891 2824 444 | e-mail: staffrecruit2019@iimv.ac.in

## Application for Non-Teaching Staff Positions

**Advertisement Ref. No. 02/2019 Dated April 17, 2019**

**Position: Assistant Manager (Research Facilitation & Management)**

### Instructions:

1. Please use the format given below only and provide complete data.
2. At this stage of application, please DO NOT attach/submit copies of any certificates. Such proof would be sought ONLY from short-listed applicants.

**Job Title:** \_\_\_\_\_

**Category: General / SC / ST / OBC / PwD / EWS (Please tick appropriately)**

1. Name (in capital letters, with surname/last name in the end)	Space for Passport size Photograph
2. Date of Birth (dd/mm/yyyy) :	
<b>3.Address and Contact Details</b>	
Communication Address:	Permanent Address:
Pincode:	Pincode:
Phone No. (Landline):	Phone No. (Landline):
Phone No. (Mobile):	Phone No. (Mobile):
<b>E-mail:</b>	

**4. Education Details:**

Exam	Qualification Title	Subjects / Specialization (if any)	Institution/University	Mode of Study (Fulltime / Part time)	Year of Passing	Aggregate Marks / Percentage / CGPA
X Std.						
10+2/Intermediate						
Diploma						
Graduation						
Post-Graduation						
Post-Graduate Diploma						
Others (Please specify)						

*Please add additional rows if required*

**5. Work Experience Details (List in reverse chronological order)**

Name and address of the Employer	Period		Duration		Employment Type (Regular / Contractual)	Designation	Last drawn Salary (CTC Per annum) in Rs.	Key Responsibilities
	From mm/yy	To mm/yy	Years	Months				

*Please describe job responsibilities handled in detail, for every position, using additional sheets*

Experience in Officer/Executive Grade / Level and above: \_\_\_\_\_ Years; \_\_\_\_\_ Months

Total Experience: \_\_\_\_\_ Years; \_\_\_\_\_ Months

(Experience in completed months and years is reckoned as on closing date of application)

**6. Proficiency in Languages (other than English) : Please Write Yes / No**

Language	Read	Write	Speak
Telugu			
Hindi			
Others (please specify)			

**7. Please describe extent of hands-on experience in the following functions:**

Sl. No.	Function	Hands-on Experience (Please Tick as Applicable)		
		Low	Medium	High
1	Perform literature review & secondary research			
2	Collect, compile, collate and curate the content and translate it into actionable insights.			
3	Use computer tools to analyse data and uncover hidden patterns; draw out unknown correlations and discover new trends.			
4	Assist in data-driven decision-making.			
5	Prepare research reports, with graphics.			
6	Assist in measuring research outputs and outcomes; monitor and manage research projects.			

**8. Please describe extent of practical proficiency in the following:**

Sl. No.	Activity / Use of Tools	Practical Proficiency (Please Tick as Applicable)		
		Low	Medium	High
1	Research Tools and Aids such as MS Office Tools, Macros, Merge Tools, Google Forms, Google Scripts, Google Scholar etc.			
2	Research Databases & Search Techniques.			

3	Survey Instrument Design and web-enablement.			
4	Data Analysis, Pattern & Trend Identification, Visualization of Data Insights etc.			
6	Web design using open source tools such as Drupal, Joomla, WordPress etc. (for showcasing research projects etc.)			

**9. Professional References (Not relatives) of three persons:**

- a. <Name, Designation, Organization, E-mail ID, Mobile No.>
- b. <Name, Designation, Organization, E-mail ID, Mobile No.>
- c. <Name, Designation, Organization, E-mail ID, Mobile No.>

**10. Statement of Purpose:** Please describe in about 800 words, why you wish to join IIM Visakhapatnam and how your qualifications & experience would be useful to the Institute in the post you are applying for.

**11. Any other information you may wish to add/highlight:**

**12. Declaration:**

I hereby declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated from the post, without any notice and without prejudice to any other legal/penal action that the Institute may initiate, as deemed fit.

Date :

\_\_\_\_\_  
Signature of the applicant

Place:

Name of the applicant: \_\_\_\_\_

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