



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

**Advertisement Ref. No. IIMV/NTS-C/1-2025 dated 20-08-2025**

**Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on contract basis.**

1	Position	Assistant
a	Departments	<ol style="list-style-type: none"><li>1. Academic Programs Management Office</li><li>2. Career Development Services &amp; Alumni Relations Office</li><li>3. Admissions Office</li><li>4. Executive Education Programs Office</li></ol> <p><i>Note: <u>Only one Department</u>, which may be the most applicable to the candidate, should be selected. If more than one Department is selected, the application is liable to be summarily rejected.</i></p>
b	Educational Qualifications	<b>Essential:</b> Graduation in any discipline
c	Skills required	<b>Essential</b> <ul style="list-style-type: none"><li>• Good organising, communication, and data management skills</li><li>• Attention to detail</li><li>• Thorough hands-on experience in MS Office</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Knowledge of Learning Management Systems (LMS) and online examination tools.</li></ul>
e	Job Description	<b>1.Academic Programs Office</b> <p>Assisting the Reporting Authority in day-to-day operations such as: Academic Calendar preparation; Budgeting; Electives bidding; Term Registration; Class schedule preparation &amp; maintenance; Examination management; Grade summary preparation; Result preparation; Marksheet Preparation; Classroom management, seating layout; Conferences/ Events; Feedback; Travel and logistics arrangement for Faculty/Visiting Faculty; Digitization activities etc., in compliance with programme requirements; coordination with internal and external stakeholders.</p> <b>2. Career Development Services &amp; Alumni Relations Office</b> <p>Assisting the Reporting Authority in day to day operations such as: maximizing employment opportunities for the Institute's graduates by exploring employment markets (government, business/industry and NGOs); conducting Summer Internship and Final Placement processes; campus interviews; business development activities;</p>

	<p>prepare Placements Charter and SOPs; conduct of career-counselling sessions, training programmes by engaged agency; maintenance of student &amp; Alumni database; updating the alumni portal, coordination with alumni chapters for meetings/events; promotion of activities through social media etc.</p> <p><b>3. Admissions Office</b> Assisting the Reporting Authority in day to day operations such as: Admissions calendar preparation; Budgeting; Vendor management; Application management and handling; Documentation for the offer process; Registration of the students to the programme; Handle RTI query related to admissions process; Providing data for other queries received from internal and external stakeholders; Assisting in conducting orientation programmes; Bills Processing /Maintenance of records, documentation, etc.; Assisting in examination activities; Interacting with and supporting students and faculty in Institute events; Coordinating with students and faculty for smooth management of admissions process; Updating admissions information on the Institute's internet and intranet portals and furnishing related reports to the Reporting Authority; Supporting the Reporting Authority in day-to-day operations, in compliance with admissions requirements; Financial Aid/Scholarship processing; Assisting in the digitalization of admissions process; Gaining proficiency in and effectively leveraging the benefits of digital tools.</p> <p>Should be proficient in MS Excel with working knowledge of PYTHON/R/STATA.</p> <p><b>4. Executive Education Programs Office</b> Communicate with the marketing partners for delivery of the programs; coordinate with the faculty to get the roadmap for new programs, examination details etc.; assist in preparation of tender documents; notes etc.; carry out marketing activities for open enrolment programs; program closure reports; compiling the pre-readings and the programme folder; travel arrangements for the external faculty, participants etc.; collection of feedback; procure any teaching aids; certificates for distribution; compile the presentations and readings for distribution to the participants; budgeting and tracking programme expenses, bills settlement.</p>
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**A. Terms and Conditions:**

1. **Number of positions:** As per the requirement of the Institute at the time of recruitment.
2. **Age:**
  - i. Not exceeding 30 Years as on the last date for submitting the application. Relaxation in upper age will be applicable as per Govt. of India rules.
  - ii. The Institute may also consider relaxation in upper age-limit in deserving

cases.

**3. Consolidated Salary:**

- i. Consolidated monthly pay of Rs. 30,000/- for candidates possessing only Graduation and Rs. 35,000/- for candidates possessing Post Graduation as Educational Qualification.
  - ii. Higher starting pay will be considered for candidates having experience in relevant areas in Higher Educational Institutions.
  - iii. No other allowances are applicable.
  - iv. Health Insurance coverage for the employee only, as per the Institute norms.
- 4. Nature of Appointment:** Selected candidates will be offered a fixed-term appointment for a period of up to one/two years on a monthly consolidated pay. The contract may be extended based on the Institute's requirements.

**B. 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 also be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. Place of posting: Main campus in Gambheeram village, Anandapuram Mandal, Visakhapatnam; and/or City Campus in Andhra University precincts, Visakhapatnam.
- h. The selected candidates may also need to work on holidays or extra hours when work demands.
- i. 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.
- j. The Institute will communicate only with short-listed candidates.
- k. No correspondence from applicants shall be entertained during the recruitment process.
- l. Canvassing in any form will lead to disqualification.
- m. Candidates in employment (Government, Public Sector or Private sector) must produce a proper relieving order/letter from their current employer at the time joining the Institute, failing which, they will not be permitted to join the service in the Institute.
- n. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- o. 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.

- p. Selection Process: The Screening Committee constituted by the Competent Authority shall conduct the screening of applications to shortlist the candidates. The Selection Committee constituted for this purpose shall conduct necessary process which may include a written test, personal interview and/or other types of assessment (online or physical mode) for selection of the suitable candidates.
- q. The Institute may create a pool of prospective candidates and may offer positions, based on the requirements at the time of recruitment as well as those arising in the future, from time to time.
- r. 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.
- s. Institute also reserves the right to post/transfer the selected candidates to any other department/area/ division or assign additional duties any time during the service as per the requirement of the Institute and/or in public interest. The designation, role and responsibilities are liable to change accordingly. They can be changed or additional duties may be assigned by the Competent Authority, as per the work requirements of the Institute.
- t. 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.
- u. 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.
- v. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

**C. How to apply:**

1. Interested candidates are invited to apply using the on-line application form available on Institute's website ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)). Applications submitted in any other format will not be accepted.
2. Candidates must read and understand the guidelines for filling online applications clearly, before starting to fill the application.
3. Candidates, after filling, uploading necessary documents and submitting the application shall get a confirmation email from the Institute indicating successful submission of the application.
4. All information furnished MUST be based on supporting documentation. Incomplete/ incorrect/sketchy applications are liable to be rejected.
5. Applications without photograph, signature and relevant documents uploaded shall be liable for rejection.
6. Physical copy of the application need NOT to be submitted.
7. The candidates shortlisted and called for next stage of recruitment process

should submit the self-attested photocopies of all the certificates and documents in support of date of birth, category (wherever applicable), education and experience as uploaded at the time of submitting application and indicated in call letter, along with original certificates for verification. Failure in producing the certificates/documents as above will lead to disqualification of the candidature for further recruitment process.

8. Cut-off date for submitting the application is **10-Sep-2025 (Wednesday) by 23:59 Hrs.**
9. Applications received after last date and time will not be considered.
10. The Institute is not responsible for any delay in submission of the application.

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