



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement Ref. No.

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following position on Contract Basis Under IIMV-SIDBI Skill to Enterprise Model Project 2024-25, for a fixed term of 18 months.

1	Post Name	Program Manager
2	Department	IIMV-SIDBI - Skill to Enterprise Model Project
3	Number of positions	As per the requirement of the project
4	Consolidated remuneration	Rs. 55,000 per month.
5	Age limit	Not exceeding 45 years
6	Educational Qualifications	<p>Essential:</p> <ul style="list-style-type: none">➤ Master's Degree or equivalent from a recognized university/institute with specialization in Management/ Social Sciences or Humanities (55% minimum) (MPhil /PhD preferable) <p>Desirable:</p> <ul style="list-style-type: none">➤ Proficiency in MS Office, Excel and Powerpoint➤ Command over oral and written Telugu, and English, Hindi, language➤ Experience in carrying out qualitative data collection, transcription, and analysis➤ Excellent communication and interpersonal skills for stakeholder engagement.➤ Familiarity with government initiatives, microfinance institutions, and small financing institutions is a plus.
7	Work Experience	<p>Essential:</p> <ul style="list-style-type: none">➤ Minimum three years of experience in research work or research projects of similar nature in top academic institutions in India <p>Desirable</p> <ul style="list-style-type: none">➤ Proven experience in program management, particularly in entrepreneurship development or skill-building programs.➤ Strong project management skills with the ability to manage multiple tasks and deadlines effectively.➤ Demonstrated commitment to entrepreneurship and socioeconomic development.➤ Must have travelled across different districts of Andhra Pradesh and Telangana states
8	Job Profile	The Research staff will report to the Principal Investigator and the responsibilities will include the following:

	<ul style="list-style-type: none"> • Develop and execute a comprehensive program strategy aligned with the project's overarching goals. • Collaborate with stakeholders to identify key program objectives and milestones. • Oversee the day-to-day operations of the program, ensuring the effective implementation of activities. • Monitor project progress and adjust strategies as necessary to meet targets. • Facilitate entrepreneurship training and development sessions for students. • Provide guidance on business plan development, market research, and access to funding sources. • Collaborate with government bodies, financial institutions, and educational institutions to ensure program alignment
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A. Terms and Conditions:

1. **Relaxations in upper age limits will be applicable as per Government of India rules in this regard.**
2. **Nature of Appointment:** On a purely contract basis for the period of 18 months and extendable based on the needs of the project.

B. General:

- a. All the educational qualifications acquired should be duly recognized in law.
- b. The Institute may select and/or shortlist a 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. The selection process may include a written test, personal interview or any other test as deemed necessary.
- f. Age and experience would be reckoned as on the closing date of applications.
- g. The place of work is the Institute's campus Gambheeram campus, Visakhapatnam, Andhra Pradesh. The candidates should be comfortable in travelling to different parts of Andhra Pradesh for data collection.
- h. 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.
- i. The Institute will communicate only with short-listed candidates.
- j. No correspondence from applicants shall be entertained during the recruitment process.
- k. The Institute requires the selected candidates to join on the dates mentioned in the offer letter.
- l. In all matters of recruitment such as screening, shortlisting, the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.

- m. 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.
- n. 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.
- o. 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 prescribed application format only, available on the website (www.iimv.ac.in/careers). The completed application form should be mailed at iimv-sidbiproject@iimv.ac.in
2. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably.
3. All information furnished MUST be based on supporting documentation. Incomplete/ incorrect/sketchy and unsigned applications are liable to be rejected. Applications received in any other format will not be accepted.
4. Last date for receiving the application is **07 April 2024 by 5 Pm IST.**
5. Applications received after the last date will not be considered.
6. The Institute is not responsible for any delay in submission of the application.
7. For any query, write to this email id iimv-sidbiproject@iimv.ac.in



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Indian Institute of Management Visakhapatnam

Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam - 530 003
Andhra Pradesh, INDIA. Tel: +91 891 2824444

Employment Notification No:

APPLICATION FORM

A. Instructions:

1. Please use the format given below only and provide complete data. No CV need be attached separately.
2. Please read very carefully the instructions given in the detailed advertisement (hosted on: <https://iimv.ac.in/careers>) and ensure you are eligible, before applying.
3. Application should be completely filled-in and sent

Application for the position of Program Manager

1. Name (in capital letters, as per SSC/10 th Class Certificate)	Space for Passport size Photograph
2. Date of Birth (dd/mm/yyyy):	
3. Address and Contact Details	
Communication Address:	Permanent Address:
PIN code:	PIN code:
Phone No. (Landline):	Phone No. (Landline):
Phone No. (Mobile):	Phone No. (Mobile):
E-mail:	
Marital Status:	
Gender: Male / Female / Other	

4. Education Details:

Exam	Qualification Title	Subjects / Specialization (if any)	Institution/University	Mode of Study [Full-time / 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	Pay Level/ Monthly Salary in Rs.	Key Responsibilities
	From mm/yy	To mm/yy	Years	Months				

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

6. Proficiency in Languages (Telugu, English, Hindi)Please Write "YES" or "NO" as applicable

Language	Read	Write	Speak

7. Professional References (Not relatives) of two persons:

(References MUST be in positions higher than the position being applied for, by the candidate)

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

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

8. Statement of Purpose: Please describe (on a separate sheet) in about 200 words, why you wish to join this research project at IIM Visakhapatnam and how your qualifications & experience would be useful to the institute in the post you are applying for.

09. Declaration about Conduct and Character:

- a) I hereby declare that as on date, I have faced / have not faced^(*) in my educational and/or work career, disciplinary or penal action by authorities (including, but not limited to detention in any class, rustication, extension of probation, postponement of increment, demotion etc.)

- b) I hereby declare that as on date, I have faced / have not faced^(*) action by law-enforcement agencies in India or abroad.

(*) strike out the option not applicable.

If the answer to either of above is “have faced”, full details must be furnished.

10. Declaration:

I hereby declare that all the statements and particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. I declare that no facts/information has been hidden or suppressed. 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 forthwith and if I am already appointed, my services are liable to be terminated from the post, without any notice or compensation; and without prejudice to any other legal/penal action that the Institute may initiate against me, as deemed fit.

Date:

Signature of the applicant

Place:

Name of the applicant: _____

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