



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement Ref. No. IIMV/HR/RECTT./Assistant/03/2023 dated 04-11-2023

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the position(s) of **Academic Associate(s)/Assistant (s)** on fixed term contract basis for a period up to 2 years, in the following Departments/Areas:

S.No.	Name of the Post	Educational Qualifications	Experience/Preferred Skills*
1	Assistant (Information Technology)	Full-time degree in B.E. /B.Tech. or Post-Graduate in Computer Science or equivalent degree from a recognized university.	Preferable: Work experience in the relevant areas in Centrally Funded Technical Institutions. Good knowledge and hands-on experience with MS Office (Word, Excel & PowerPoint).
2	Academic Associate (Management Communication)	Post Graduate Degree in English or related/allied disciplines such as Linguistics/ Psychology/ Sociology/ Anthropology/ Education/ Political Science/Mass Communication.	Essential: Excellent command over spoken and written English. Desirable: Experience in teaching / research in interpersonal and organizational communication.
3	Assistant (Executive Education Programs Office)	Bachelors Degree in any discipline. (Masters Degree is preferred)	<ul style="list-style-type: none"><li>• Experience in the areas of business development, corporate training activities.</li><li>• Proficient/certified in use of Adobe Photoshop</li><li>• Experience in social media marketing on Facebook, LinkedIn, Instagram, and other platforms</li><li>• Experience in management of training programs, classroom management, and out-of-class operations during corporate trainings</li><li>• Superior communication skills for handling student queries in physical settings/on phone/ on email</li><li>• Working proficiency in written/spoken English</li></ul>

4	Assistant (Admissions Office)	Bachelors Degree in any discipline. (Masters Degree is preferred)	<ul style="list-style-type: none"> <li>• Data Management and Analytical Skills</li> <li>• Communication skills (written and verbal)</li> </ul>
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\* Detailed Job descriptions are attached in the Annexure.

**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.

The Institute may also consider relaxation in upper age-limit in deserving cases.

3. **Consolidated Salary:**
  - i. Consolidated monthly pay Ranging from Rs. 25,000 to Rs. 50,000/- (Rupees fifty-thousand only) depending on the qualifications, experience, last pay drawn and performance in the selection process. Promising candidates with specific qualifications, experience and skills can be considered for a higher starting salary.
  - ii. No other allowances are applicable.
  - iii. 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 two years on a monthly consolidated pay. The contract may be extended based on the Institute's requirements, but the total tenure of the Assistant in the Institute will not exceed 4 (four) years.

**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 be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. **Place of posting:** The Institute is currently operating both from transit campus in Andhra University campus and permanent campus in Gambheeram village, Anandapuram Mandal, Andhra Pradesh. The appointee may be required to operate from either/both the campuses based on the requirements and may be required to travel between these two campuses for discharge of duties assigned, as frequently as needed.

- h. 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.
- i. The Institute will communicate only with short-listed candidates.
- j. No correspondence from applicants shall be entertained during the recruitment process.
- k. Canvassing in any form will lead to disqualification.
- l. 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.
- m. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- n. 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.
- o. 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.
- p. 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.
- q. 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.
- r. 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.
- s. 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.
- t. 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.
- u. 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 in this recruitment cycle is **25-Nov-2023 (Sunday) by 17:00 Hrs.**
9. Applications received after last date and time may be considered for next cycle.
10. The Institute is not responsible for any delay in submission of the application.
11. Candidates already attended the selection process for these positions in last one year are not eligible for application.

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**JOB DESCRIPTIONS**

**1. Assistant (Information Technology)**

Including but not limited to:

- Provide Audio/Video (AV) support that ensures proper operation, maintenance, monitoring, testing, repair of AV equipment's along with Wireless IP Band, Digital Network, Wi-Fi, LAN & WAN connections. Troubleshoot and resolve any technical issues that may arise during sessions or events.
- Assist in planning, setting up, maintenance, monitoring, and troubleshooting of Lecture Theatres and meeting rooms AV equipment such as microphones, speakers, video displays, projectors, digital video cameras, recording equipment, audio mixers, switchers, amplifiers, Wireless Presentation Systems, interactive displays, AV over IP encoders & decoders, Motorized Screens, connecting wires & cables and computers etc.
- Set up and operate microphones and audio mixing equipment to ensure clear and high-quality sound during presentations and events. Monitor and adjust audio levels as needed to maintain optimal audio quality. Operate projectors, displays, and video conferencing systems to ensure clear and crisp visuals. Adjust screen resolutions and display settings as required.
- Well versed with AV Communication and Data Network technologies & protocols and remote-control software to manage AV equipment efficiently. Program and configure control systems for different room setups and scenarios.
- Responsible for periodical checks & preventative maintenance of AV equipment and to ensure it is fully operational before the event/conference/meetings begins and troubleshoot equipment when necessary. Manage and organize cables and wiring to prevent tripping hazards and maintain a clean and professional appearance. Ensure that all AV setups comply with safety regulations and standards. Identify and address potential safety hazards related to AV equipment.
- Extend necessary support in Managing AV service vendors, consultants, and system integrators to ensure services are delivered (on time and with quality) as defined and post live support is provided as per engagement terms.
- Assist in Documentation process and procedures of technical systems and gets actively involved in promoting new technologies or new systems or procedures. Keep up to date with advancements in AV technology and recommend upgrades or improvements when necessary.
- Provide training to users on how to operate basic AV equipment. Create and maintain documentation, user guides, and troubleshooting manuals.
- Assist with identifying and documenting issues identified during audit and developing recommendations for improvement within the process.
- Must ensure compliance with IT security policies and procedures.

- Provide support in maintenance of inventory of audio/visual assets and to ensure it is in good operating condition and Inventory books are well maintained. Keep track of AV equipment maintenance records and replacement schedules. Order and stock necessary AV supplies and accessories well in advance. Assist in budget planning and control for AV equipment purchases, maintenance, and upgrades.
- Coordinate for AV related events of the Institute. Assist in the planning and execution of audio-visual requirements for meetings, conferences, seminars, or special events. Coordinate with event organizers and presenters to meet their AV needs.
- Provide assistance to users by responding to user inquiries and requests promptly and professionally. Collaborate with IT teams, event planners, and other relevant departments to ensure seamless AV integration.

## **2. Academic Associate (Management Communication)**

Including but not limited to:

A. Carrying out and/or Assisting the Faculty in the Area Functions & Activities such as:

- Assistance to reporting authorities in activities related to teaching, research, training and course development etc
- Assistance in preparation of course outline, identifying and collecting reading materials.
- Conducting and grading quizzes, examinations and assignments
- Grading of class participation
- Invigilation etc.
- Literature review; Fieldwork for data collection and Case studies; Data coding, data entry and analysis, data interpretation, report writing etc
- Preparation of articles, reports;

B. Other Area-related Functions & Activities

- Travel and logistics arrangement for Faculty/Visiting Faculty pertaining to the Area
- Course material/textbooks distribution
- Assisting in conducting orientation programmes by the faculty
- Bills Processing/Maintenance of records, documentation, etc.
- Tracking and maintaining record of enquiries, proposals, approvals, budget-sheets, program delivery; income and expenditure etc. of academic programs;
- Assisting in paper evaluation, score sheet related tasks
- Assisting in preparing class/exam schedule
- Interacting with and supporting students and faculty
- Coordinating with students and faculty for smooth functioning of the Area programs and activities
- Assisting and supporting the Area faculty in all academic, research, training, consulting and other knowledge-related activities

- Supporting the Area Faculty in day-to-day administrative tasks
- Assisting the Area Faculty in organising the Conferences/Seminars/Events etc.

### **3. Assistant (Executive Education Programs Office)**

Including but not limited to:

- Manage all aspects of programme delivery, in coordination with Program Chairs/Directors.
- Preparing and Tracking the Programme Budgets
- Ensure that the post programme activities viz., feedback, certificates / Gradesheet are prepared in time.
- Keeping track of agreements / MoUs and renewing them on a timely basis with various EdTech and other partners
- Processing of bills pertaining to programme expenses
- Liaise with the External Stakeholders viz., SPOCs in the Program Sponsoring Companies etc.
- Programme development – Support to Chairperson EEP for planning, design & development of customized and open enrolment programmes.
- Business Development and relationship management – Identifying & Qualifying prospects

### **4. Assistant (Admissions Office)**

Including but not limited to:

- Review and process incoming applications for accuracy and completeness.
- Verify transcripts, test scores, recommendation letters, and other required documents.
- Maintain records of all applicants and their application status.
- Assist in the evaluation of applicant qualifications and suitability for admission.
- Collaborate with the admissions committee to assess applicants against established criteria.
- Respond promptly to inquiries from prospective students, parents, and other stakeholders.
- Communicate admission requirements, deadlines, and procedures to applicants.
- Generate and send out admission offer letters.
- Maintain and update the admissions database and records.
- Generate reports and statistics related to admissions activities.
- Assist in planning and executing admissions-related events. Ex.: registration and interviews.
- Assist in the student scholarship and financial aid process
- Maintain strict confidentiality and data security regarding applicant information.