



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/HR/RECTT./NTS-R/01/2024 DATED 26-06-2024

(REVISED)

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on Regular Basis.

S. N	Position	7 th CPC Pay Level	Department/Cadre	No. of Posts	Total posts & Reservation
1	Junior Superintendent	Pay Level 6	Academic Programs Office	03	07 (UR-03; OBC-02; SC-01; EWS-01)
			General Administration	01	
			Admissions	01	
			Career Development Services & Alumni Relations	01	
			Accreditation & Ranking	01	
2	Junior Technical Superintendent (Systems)	Pay Level 6	IT, Systems, Networking etc.	01	01 (UR-01)
3	Accountant	Pay Level 6	Finance & Accounts	01	01 (UR-01)
4	Senior Superintendent	Pay Level 7	Digital Media Marketing	01	01 (UR-01)
5	Assistant Administrative Officer	Pay Level 8	Executive Education Programs	01	04 (UR-02, OBC-02)
			Digital Media Marketing	01	
			Academic Programs Management	01	
			Accreditation & Ranking	01	
6	Administrative Officer	Pay Level 10	Executive Education Prg	01	05 (UR-03; OBC-02)
			HR & Establishment	01	
			General Administration	01	
			Academic Programs Management	01	
			Accreditation & Ranking	01	
7	Superintending Engineer	Pay Level 12	Project Management Office	01	01 (UR-01)

Details

S.No 1: Junior Superintendent

i	Position name	Junior Superintendent
ii	Pay Level & Group	Pay Level 6 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	07 (Seven)
iv	Category	UR-03; OBC-02; SC-01; EWS-01
v	Department	03 in Academics & Programmes Management; 01 in General Administration; 01 in Admissions office; 01 in Career Development Services office; 01 in Accreditation & Ranking office
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: Bachelor's degree in any discipline
		Desirable: Diploma or Degree in relevant discipline/Management
viii	Work Experience	Essential: i. Minimum 02 years of regular service in 7th CPC Pay level 5 or equivalent in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute in relevant areas as mentioned in the job description given below ii. Candidates with Post Graduate Degree in any discipline are exempted from the prior experience clause.
		Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Thorough hands-on experience in the use of MS Office, web-conferencing tools (e.g., Zoom and WebEx) (3) Excellent communication skills (oral and written) and excellent inter-personal skills. (4) Thorough hands-on experience in the use of tools like CorelDRAW Graphics Suite 2020.
ix	Job description	<p><u>1. Academic Programs Management:</u> Assisting the Reporting Authority in day to day operations such as: Academic Calendar preparation; Budgeting; Bidding; Term Registration; Class schedule preparation & 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.</p> <p><u>2. General Administration:</u> Assisting the Reporting Authority in day to day operations such as: Indents, Purchase/ Procurement, Stores, Issue, Asset Accounting & Management in accordance with GOI Rules (e.g. GFR 2017), Institute Guidelines and Procurement</p>

		<p>Processes; Inventory Control; Monitoring & Management of all Stores & Supplies; Vendor management; Vendor evaluation and rating; Budgets; Procurement / Rate Contracts; Preparing tender documents, floating and evaluation of tenders; Stock control and maintenance of all stock ledgers, annual stock-verification; Travel and transport arrangements; Outsourced services; meetings & conferences; Public relations; record keeping and bill processing etc.</p> <p><u>3. Admissions Office:</u></p> <p>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. Should be proficient in MS Excel with working knowledge of PYTHON/R/STATA.</p> <p><u>4. Career Development Services:</u></p> <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; prepare Placements Charter and SOPs; conduct of career-counselling sessions, training programmes by engaged agency; maintenance of student & Alumni database; coordination with alumni chapters for meetings/events; promotion of activities through social media etc.</p>
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		<p><u>5. Accreditation & Ranking</u></p> <p>Collect & Consolidate, organize, and analyze data related to accreditations like AACSB, BGA-AMBA, EFMD-EQUIS, etc, and rankings like NIRF, QS Ranking, THE Rankings, FT Rankings, UT Dallas Rankings, etc;; submission of required information to the concerned authorities; record management; retrieval of records as needed for audits, reviews, and reports; Support the Accreditation and Ranking Cell in all administrative aspects.</p>
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S.No 2 Junior Technical Superintendent (Systems)

i	Position name	Junior Technical Superintendent (Systems)
ii	Pay Level & Group	Pay Level 6 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	01 (One)
iv	Category	UR
v	Department	Information Technology, Systems, Networking etc.
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: Bachelor's degree in Engineering/Technology in Information Technology/Computer Science
		Desirable: Diploma or Degree in relevant discipline
viii	Work Experience	Essential:
		<p>i. Minimum 02 years of regular service in 7th CPC Pay level 5 or equivalent in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute, in relevant area as mentioned in the job description given below</p> <p>ii. Candidates with Post Graduate Degree in any discipline are exempted from the prior experience clause.</p> <p>Preferred:</p> <p>(1) Experience in a Centrally Funded Technical Institution</p> <p>(2) Thorough hands-on experience in the use of MS Office, web-conferencing tools (e.g., Zoom and WebEx)</p> <p>(3) Excellent communication skills (oral and written) and excellent inter-personal skills.</p>
ix	Job description	Assisting the Reporting Authority in day to day operations such as: configure, monitor, maintain, manage and troubleshoot the IT resources, including Internet, Wi-Fi & VPN etc; procurement and/or upgrade of IT resources; prepare budget estimates; managing sources of supply; tender documents, purchase/work orders, agreements etc.; Institute's website and intranet maintenance; IT Policies, SOPs, Guidelines etc.; mailing system;

		Video-Conferencing, Online Course-delivery and Classroom audio-visual solutions; digital and e-platforms, Learning Management Systems; Licenses; documentation etc.
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S.No 3 Accountant

i	Position name	Accountant
ii	Pay Level & Group	Pay Level 6 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	01 (One)
iv	Category	UR
v	Department	Finance & Accounts
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: Bachelor's degree in Commerce
		Desirable: Diploma or Degree in relevant discipline/Management
viii	Work Experience	Essential: i. Minimum 02 years of regular service in 7th CPC Pay level 5 or equivalent in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute, in relevant areas as mentioned in the job description given below ii. Candidates with Post Graduate Degree in any discipline are exempted from the prior experience clause.
		Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Thorough hands-on experience in the use of Talley, MS Office, web-conferencing tools (e.g., Zoom and WebEx) (3) Excellent communication skills (oral and written) and excellent inter-personal skills.
ix	Job description	Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.

S.No 4 Senior Superintendent

i	Position name	Senior Superintendent
ii	Pay Level & Group	Pay Level 7 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	01 (One)
iv	Category	UR-01
v	Department	01- Digital Media Marketing
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: Bachelor's degree in in any discipline
		Desirable: Diploma or Degree in relevant discipline/Management
viii	Work Experience	Essential: i. Minimum 03 years for candidates with bachelor's degree and 02 years for candidates with master's degree, of regular service in 7th CPC Pay Level 6 or equivalent in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute in relevant areas as mentioned in the job description given below
		Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Excellent communication skills (oral and written) and excellent inter-personal skills.
ix	Job description	1. <u>Digital Media Marketing</u> Content creation on Institute's website, and the social media handlers to target stakeholders; plan and execute digital campaigns; Create events for in-house seminars, workshops, events etc.; Pre-event, At-event & post-event content creation and posting; Handle and respond to queries in real time; draft and update social media Policy for the Institute; Handle Crisis Communication; MIS Reports and Analytics Reports

S.No 5 Assistant Administrative Officer

i	Position name	Assistant Administrative Officer
ii	Pay Level & Group	Pay Level 8 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	04 (Four)
iv	Category	UR-03; OBC-01
v	Department	01- Digital Media Marketing; 01- Executive Education Programs; 01 – Academic Programs Management; 01- Accreditation & Ranking office
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: Master's degree in in any discipline
		Desirable: Diploma or Degree in relevant discipline/Management
viii	Work Experience	Essential: i. Minimum 02 years of regular service in 7 th CPC Pay level 7 or equivalent (OR) ii. Minimum 06 years of combined regular service in 7 th CPC Pay Levels 6 & 7 (currently in PL 7) or equivalent (OR) iii. Holding analogous post in similar position in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute in relevant areas as mentioned in the job description given below
		Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Excellent communication skills (oral and written) and excellent inter-personal skills.
ix	Job description	<p>1. <u>Digital Media Marketing</u> Content creation on Institute's website, and the social media handlers to target stakeholders; plan and execute digital campaigns; Create events for in-house seminars, workshops, events etc.; Pre-event, At-event & post-event content creation and posting; Handle and respond to queries in real time; draft and update social media Policy for the Institute; Handle Crisis Communication; MIS Reports and Analytics Reports</p> <p>2. <u>Executive Education Programs:</u> 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 onto a CD for distribution to the</p>

		<p>participants; budgeting and tracking programme expenses, bills settlement</p> <p>3. <u>Academic Programs Management:</u></p> <p>Managing the activities in Academic Programmes Management (e.g., Academic calendar preparation; Elective Bidding, term wise Registration, Preparation of schedules for 'Mentorship activities, Class schedule preparation and implementation, Supporting faculty in organizing quiz(s) online/off-line, Examination management, GPA calculation, Grade summary preparation, Result preparation, Marksheet Preparation etc.); preparing Budget and Revised Estimates; Guiding and supervising academic-administration activities related to new admissions; orientation programmes, preparatory sessions etc.; logistics arrangements and processing of bills; Procurement of course material and textbooks, medals etc; Preparation of Academic calendar and Area-teaching plans; student registrations, kit distribution, fee payments etc.; Monitoring student attendance, seating layout etc. custody and distribution of question papers for conducting internal and term-end examinations; faculty feedback processes; Printing and distribution of grade sheets, degrees/diplomas, certificates; Managing National Academic Depository, ABC, APAAR etc.; digitalization initiatives of program-management; Moodle, Digiexam/ Mercer-Metl Examination etc.; Managing blended-learning programs.</p> <p>4. <u>Accreditation & Ranking</u></p> <p>Coordination of accreditation processes and preparing documentation for international accreditations like AACSB, BGA-AMBA, and EFMD-EQUIS; maintaining records of accreditation activities and communications with stakeholders; Coordinating national and international ranking processes, including NIRF, NIRF Innovation, QS Rankings, FT Global Rankings, THE Rankings, UT Dallas Rankings; developing strategies to improve institutional rankings; Gather and analyze data relevant to accreditations and rankings; Collect and consolidate documentation regarding various accreditations and rankings; Assist in preparing reports and presentations; data documentation and support in organizing workshops on accreditation and ranking processes.</p>
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S.No 6 Administrative Officer

i	Position name	Administrative Officer
ii	Pay Level & Group	Pay Level 10 as per 7 th CPC, applicable for IIMs - Group A
iii	No. of posts	05 (Five)
iv	Category	UR-03; OBC-02
v	Department	01- CDS & AR - Digital Media Marketing; 01- Centre for Responsible Management in Education; 01- Executive Education Programs; 01 – Academic Programs Management; 01 – Accreditation & Ranking office
vi	Age Limit	Not exceeding 35 years
vii	Educational Qualifications	Essential: Master's degree in in any discipline
		Desirable: Diploma or Degree in relevant discipline/Management
viii	Work Experience	Essential: i. Minimum 03 years of regular service in 7 th CPC Pay Level 8 or equivalent (OR) ii. Minimum 06 years of combined regular service in 7 th CPC PL 7 & 8 (currently in PL 8) or equivalent (OR) iii. Holding analogous post in similar position in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute, in relevant areas as mentioned in the job description given below
		Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Excellent communication skills (oral and written) and excellent inter-personal skills.
ix	Job description	<p>1. <u>Executive Education Programs:</u> Coordinate and supervise the activities of marketing partners for delivery of the programs; coordinate with the faculty to get the roadmap for new programs, examination details etc.; supervising tender documents; notes etc.; managing 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 onto a CD for distribution to the participants; budgeting and tracking programme expenses, bills settlement</p> <p>2. <u>HR & Establishment:</u> "Recruitment to Retirement" life-cycle of teaching and non-teaching staff; Personnel and industrial relations matters; Maintaining service books, personal files, leave records etc.;</p>

		<p>Establishment and service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines; IIM Act 2017 and Institute Regulations & Procedures; Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff; Statutory compliances pertaining to the services of teaching and non-teaching staff; matters of Board and various Committees; maintenance of confidential records; RTI Act 2005 compliance; Parliament Questions; Coordination with other IIMs; Coordination and liaison with Ministry of Education & other GOI Ministries & Departments; Annual Reports & Institute publications; Contracts, MOUs and Agreements of the Institute; Internal Complaints Committee; Official Language, Disability Services etc.</p> <p>3. <u>General Administration:</u></p> <p>Purchase & Stores activities including end-to-end procurement processes such as Indents, Purchase/Procurement, Stores, Issue, Asset Accounting & Management in accordance with GOI Rules (e.g. GFR 2017), Institute Guidelines; Inventory Control; Monitoring & Management of all Stores & Supplies; Vendor management, empanelment; Vendor evaluation and rating; vendor bill processing; preparing Budgets; Managing Annual Procurement / Rate Contracts; Preparing tender documents, floating and evaluation of tenders; Stock control and maintenance of all stock ledgers; annual stock-verification Travel and transport arrangements; vehicle fleet management; Supervising outsourcing services; organizing meetings & conferences; Managing student hostels & mess; organising student events; monitoring housekeeping, security and F&B services through various agencies;</p> <p>4. <u>Academic Programs Management:</u></p> <p>Managing the activities in Academic Programmes Management (e.g., Academic calendar preparation; Elective Bidding, term wise Registration, Preparation of schedules for 'Mentorship activities, Class schedule preparation and implementation, Supporting faculty in organizing quiz(s) online/off-line, Examination management, GPA calculation, Grade summary preparation, Result preparation, Marksheet Preparation etc.); preparing Budget and Revised Estimates; Guiding and supervising academic-administration activities related to new admissions; orientation programmes, preparatory sessions etc.; logistics arrangements and processing of bills; Procurement of course material and</p>
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		<p>textbooks, medals etc; Preparation of Academic calendar and Area-teaching plans; student registrations, kit distribution, fee payments etc.; Monitoring student attendance, seating layout etc. custody and distribution of question papers for conducting internal and term-end examinations; faculty feedback processes; Printing and distribution of grade sheets, degrees/diplomas, certificates; Managing National Academic Depository, ABC, APAAR etc.; digitalization initiatives of program-management; Moodle, Digiexam/ Mercer-Mettl Examination etc.; Managing blended-learning programs.</p> <p>5. <u>Accreditation & Ranking</u></p> <p>Coordination and managing all accreditation processes for international accreditations like AACSB, AMBA-BGA, EFMD-EQUIS; Evaluation of rubrics and oversee program evaluation activities to ensure academic effectiveness and progress towards defined objectives in coordination with the programs office; Prepare, compile, and submit documentation and reports for accreditation bodies. Develop and implement strategies to improve the institute's rankings in national and international surveys like NIRF, QS Rankings, THE Rankings, FT Rankings, UT Dallas Rankings; Monitoring and analysing ranking criteria, identifying areas for improvement; Facilitate internal audits and reviews for continuous improvement and adherence to standards; Collect, manage, and analyze data related to accreditation and rankings; Utilize data to identify trends, gaps, and opportunities for improvement; Prepare detailed reports and presentations for internal and external stakeholders; documentation in compliance with requirements; Assist in developing and implementing policies and procedures related to accreditation and rankings; Stay updated on changes in standards and methodologies to ensure current practices; provide training and support to faculty and staff on accreditation standards and ranking criteria; Organize workshops and seminars to promote awareness and understanding of processes etc.</p>
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S.No 7 Superintending Engineer

i	Position name	Superintending Engineer
ii	Pay Level & Group	Pay Level 12 as per 7 th CPC, applicable for IIMs - Group A
iii	No. of posts	01 (One)
iv	Category	UR-01
v	Department	Project Management Office
vi	Age Limit	Not exceeding 50 years
vii	Educational Qualifications	Essential: Master's degree in Civil Engineering
viii	Work Experience	<p>Essential:</p> <ul style="list-style-type: none"> i. Minimum 10 years of combined regular service in 7th CPC Pay Levels 10 & 11 (currently in PL 11) or equivalent (OR) ii. Minimum 05 years of regular service in 7th CPC pay level 11 or equivalent (OR) iii. Holding analogous post in similar position <p>In relevant areas in a State or Central Government Department, Organization, Autonomous Body, Central Public Sector Enterprise, Institute of National Importance, Central University, or Higher Educational Institute in relevant areas as mentioned in the job description given below</p>
		<p>Preferred:</p> <ul style="list-style-type: none"> (1) Experience in a Centrally Funded Technical Institution (2) Excellent communication skills (oral and written) and excellent inter-personal skills. (3) Knowledge of project management
ix	Job description	<p>Managing activities related to Building & Works; Premises & Estate; Design & Engineering; Project implementation; Ideation, conceptualization, planning, designing, engineering, construction, installation, commissioning, clearances/ approvals, certification, rating and accreditation and closure of projects, in step with the perspective plans, progress and growth of the Institute; State-of-the-art, student-centric academic and non-academic facilities; barrier-free design; sustainable and self-sufficient (to the best extent possible), energy efficiency and energy conservation; water efficiency and management; waste management; sustainable building materials; ecological and environmental-friendliness; health and wellbeing of inmates of campuses incl. off-campus hostels; Integrated building & works with facilities, amenities and equipment; furniture, fixtures & fittings; intelligent IT systems, smart technologies and modern audio-visual aids that provide for seamless and special learning opportunities for students, faculty and other stakeholders to connect & interact; communicate and collaborate; facilitating efficient and effective teaching-learning processes - both on-campus and/or off-campus (blended mode); Infrastructure upgrade of on-campus</p>

		premises & estate; off-campus offices & hostels; Building Management Systems Life-cycle approach to Project Management; Project Risk Management Resource optimization in the execution of projects through adoption of innovative/proven practices, industry-standards; recommending and adopting efficient methodologies in the implementation of projects; tracking the project performance to analyse completion of various stages as per milestones and timelines; Roads and area development, vegetation, plantations, landscaping etc; Liaison with Central & State Governments; internal and external stakeholders and agencies such as the Higher Education Financing Agency etc.; Budgeting, Accounts & Returns.; Progress reports e.g. Contract Status Report, Quality Audit Report, Cash Flow Chart, Manpower Status on Project Sites, Drawing & Issue Status Report, Progress Photographs, Safety Aspects Report, MIS etc.; documentation, reporting, meetings etc.
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General Terms & Conditions

1. Eligibility, Age, Qualifications & Experience

- a. All qualifications acquired must be recognized in law.
- b. Age and experience requirements shall be reckoned as on the closing date of the advertisement. Duration of PhD (if any, and experience acquired therein) will not be counted as experience.
- c. Relaxation in upper age limit is applicable as per Gol rules for candidates applying the positions identified for those categories.
 - The candidates who are employed in regular service (and currently working) in Central Government and Institutions of National Importance (as declared by the Government of India) shall be considered as 'Departmental Candidates' for the purpose of relaxation in upper age limit in direct recruitment, as per Gol regulations. This relaxation is applicable for the candidates in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts advertised.
 - Candidates holding analogous positions (preferably in CFTIs) are eligible for relaxations in upper age limit for particular position, as decided by the Institute.
 - The upper age restriction is not applicable to staff members in regular service in the Institute, for applying for a position advertised for direct recruitment.
 - 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. 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; (v) offer of appointment on regular or contract basis. No request or correspondence of any kind in this regard would be entertained.
- e. Suitable relaxations may be considered for candidates working in similar positions/areas in Central Government Organizations, Central Autonomous Bodies, Institutions of National Importance, or Central Universities, as deemed appropriate.
- f. No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- g. The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.

2. Selection Process:

- a. For all positions in Pay Level 6, 7 and 8 the selection will be based on written test. The test will be conducted in 1 and/or 2 stages as under:
Test 1: Objective test consisting of multiple choice questions from Arithmetic ability, English Language, General Knowledge, Computers knowledge, Current affairs, reasoning ability etc.
Test 2: Descriptive test consisting of short answers, long answers, essay writing, letter writing, comprehension, computer skills etc.
- b. No charges towards travel or any other expenses are reimbursed to the candidates attending the written tests.
- c. The detailed schedule of tests will be communicated to the eligible candidates separately.
- d. For all positions in Pay Level 10 and above, the selection process includes a personal interview and/or a written test, based on the number of eligible applicants.
- e. Travel fares subjected to a limit of Economy class air fare for the shortest and direct route from the place of posting/residence is reimbursed on production of proper proof of travel for attending interview.

3. Place of Posting:

- a. The place of work is the Institute's permanent campus located in Gambheeram Village in Anandapuram Mandal, Visakhapatnam.
- b. The positions in similar cadres are fungible/inter-changeable across the cadres in the Institute. The selected candidate may be posted in or transferred to any cadre, centre,

cell, area, function, department at any time that the Institute deems fit and in public interest. Accordingly, the duties and responsibilities and/or the reporting relationship of the incumbent may change, depending on work-requirements, at any time. Also, appropriate designations may be given by the Institute, specific to such work-domain(s).

- c. 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.

3. Vacancies and Positions:

- a. The number and nature of vacancies may vary during the recruitment process.
- b. The Institute reserves the right not to fill the advertised position; or cancel the entire advertisement without assigning any reason and without incurring any liability. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or the recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- c. Candidates not found suitable in the selection process for the position advertised, may be offered a position at lower pay-level (or) on contract if their work experience and performance are considered merit-worthy by the relevant Committee(s).
- d. The Institute may shortlist and/or select suitable number of candidates to address present and future requirements.
- e. Probation period 2 years for positions in pay levels 6, 7 & 8 and 1 year for positions in pay level 10 and above.

4. Disqualification:

- a. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, the offer appointment may be cancelled, withdrawn; or service terminated forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- b. Applications which are not in prescribed form, filled incorrectly or incomplete may be rejected outright. No correspondence will be entertained in this regard.
- c. Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- d. In case of any inadvertent error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right

to withdraw, cancel, or modify any communication, offer or appointment made to the candidate, without incurring any liability whatsoever.

- e. Canvassing in any form will be a disqualification.

5. Other Terms & Conditions:

- (a) The Institute strives to have a workforce with gender balance and hence, female candidates are especially encouraged to apply.
- (b) All recruitment shall be done on the recommendations of duly constituted Committee(s).
- (c) In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decision of the Competent (Appointing) Authority of the Institute shall be final and binding.
- (d) Disputes (if any) shall be subject to the jurisdiction of competent courts of Andhra Pradesh.

6. How to Apply:

- (a) Interested candidates are invited to apply for the suitable position using the on-line application form available on the website (www.iimv.ac.in/careers) duly following the instructions contained thereon.
- (b) Candidates employed in Government or Government Organizations
 - i. Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities etc.) must apply through proper channel; or produce a No Objection Certificate (NOC) at the time of interview. The letter of forwarding of application issued by the current organization or a self-declaration for submission of NOC at the time of interview should be uploaded in the relevant column in online application.
 - ii. However, if found eligible and shortlisted, they would be allowed take part in the selection process only on production of original letter of forwarding of application or No Objection Certificate issued by the current organization.
- (c) 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.
- (d) Applications must be complete in all aspects and all the documents required in the on-line application should be uploaded. All information furnished MUST be supported by documentary evidence.

- (e) Incomplete, incorrect and sketchy applications, applications submitted in any other format are liable to be rejected.
- (f) Except the documentation sought as above, no other certificate or documentation need be attached or provided, at the stage of submitting the application. Such proof would be sought later, ONLY from short-listed applicants.
- (g) IIM Visakhapatnam is not responsible for any delay in submission of application due to any reason. The link for submission of online application shall be deactivated on closing date and time indicated.
- (h) Applications submitted in any other format will not be accepted.
- (i) **Closing date & time for submission of online applications is extended to: 14-08-2024 @ 17:00 Hrs**
- (j) The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence, whatsoever, shall be entertained from applicants not shortlisted for interview or not selected for appointment.

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