



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement Ref. No. IIMV/Admin/Rectt./Asst./03/2021 Dated Sep 22, 2021

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on Contract Basis for a period of One year.

1	Post Name	Assistant (Academics & Research)
	Department	Production and Operations Management
	Educational Qualifications	<u>Essential:</u> Post-Graduate Degree in Computer Applications, Computer Science, Management (MBA/PGDM), Mathematics, Operations Research, Statistics with minimum 55% marks or equivalent CGPA (OR) Graduate Degree in Engineering/Technology with minimum 55% marks or equivalent CGPA
	Job Description	Assisting the faculty/authorities in activities related to: Teaching, Research, Course Development, Training and Allied Knowledge Areas; Academic Program Management etc.,
	Work Experience	<u>Essential:</u> Minimum 2 (two) years of post-qualification experience in an educational institution in the areas mentioned in the job description <u>Preferable:</u> Work experience in the relevant areas in Centrally Funded Technical Institutions. Good knowledge and hands-on experience of MS Office (Word, Excel & Power Point), Statistical and Data Analytics Tools.
2	Post	Assistant (Academics & Research)
	Department	Research & Publications
	Educational Qualifications	<u>Essential:</u> Post-Graduate Degree in Computer Applications, Computer Science, Management (MBA/PGDM), Mathematics, Operations Research, Statistics with minimum 55% marks or equivalent CGPA (OR) Graduate Degree in Engineering/Technology with minimum 55% marks or equivalent CGPA
	Job Description	Assist in Search / identifying Consulting Opportunities and maintain a database, organize meetings & conferences, preparing proposals and promote Research and Consulting practice activities.
	Work Experience	<u>Essential:</u> Minimum 2 (two) years of post-qualification experience in an educational institution in the areas mentioned in the job description <u>Preferable:</u> Work experience in the relevant areas in Centrally Funded Technical Institutions. Good knowledge and hands-on experience of MS Office (Word, Excel & Power Point), Statistical and Data Analytics Tools.
3	Post	Assistant (Administration & Programs)
	Department	HR & Administration
	Educational Qualifications	<u>Essential:</u> Post-Graduate Degree in Management (MBA/PGDM) with minimum 55% marks or equivalent CGPA
	Job Description	Assisting the authorities in activities related to HR, Personnel and General Administration

	Work Experience	<u>Essential:</u> Minimum 2 (two) years of post-qualification experience in Govt/Private organizations of repute in the areas mentioned in the job description. <u>Preferable:</u> Work experience in the relevant areas in Centrally Funded Technical Institutions. Good knowledge and hands-on experience of MS Office (Word, Excel & Power Point).
4	Post	Assistant (Administration & Programs)
	Department	Library
	Educational Qualifications	Essential: Post-Graduate Degree in Library & Information Sciences with minimum 55% marks or equivalent CGPA
	Job Description	Assisting the authorities in Library and other related activities
	Work Experience	<u>Essential:</u> Minimum 2 (two) years of post-qualification experience in an educational institution in the areas mentioned in the job description <u>Preferable:</u> Work experience in the relevant areas in Centrally Funded Technical Institutions. Good knowledge and hands-on experience of MS Office (Word, Excel & Power Point).

A. Terms and Conditions:

1. **Number of positions:** As per the requirement of the Institute at the time of recruitment.
2. **Age:** Not exceeding 35 years. Relaxation in upper age limit is admissible for candidates belonging to SC/ST/OBC/DAP as per the Government of India rules.
3. **Consolidated Salary:** From Rs. 30,000/- to Rs. 50,000/- p.m. (consolidated), based on the Institute's norms, commensurate with qualifications, experience, last-pay drawn and performance in the selection process. No additional allowances or reimbursements of any kind would be admissible.
4. **Nature of Appointment:** On purely contract basis for a fixed period of one year.

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. The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh.
- 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. Candidates in employment (Government or Public Sector) must produce relieving orders from their current employers at the time joining the Institute, failing which, they will not be permitted to join.
- k. No correspondence from applicants shall be entertained during the recruitment process.
- l. Canvassing in any form will lead to disqualification.
- 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 may include assessment of one or more of the following: (i) Quantitative Aptitude; (ii) Data Interpretation and Logical Reasoning; (iii) Verbal and Reading Comprehension; (iv) Computer-based problem-solving exercise; (v) Personal Interview. The selection process may be held in online mode or physical-presence mode. No charges whatsoever shall be admissible/payable for attending the selection process.
- p. 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.
- q. 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.
- r. 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.
- s. 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.
- t. 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 format only, available on the website (www.iimv.ac.in/careers). Applications not conforming to the format are liable to be rejected.
2. Filled-in, signed and scanned (pdf/word format) applications should be sent by e-mail only to assistrecruitsep2021@iimv.ac.in
3. **No supporting documents (copies evidencing educational qualifications, experience, etc.) are required at this stage.**
4. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably.
5. All information furnished MUST be based on supporting documentation (which will be called for, only from short-listed candidates). Incomplete/incorrect/sketchy and

unsigned applications are liable to be rejected. Applications received in any other format will not be accepted.

6. Last date for receiving the application is **11-Oct-2021 (Friday) by 16:00 Hrs.**
7. Applications received after last date and time will not be considered.
8. The Institute is not responsible for any delay in submission of the application.

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