



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

**Advertisement Ref. No. IIMV/HR/ RECTT./ NTS/Asst/01/2022 DATED 30-04-2022**

**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	Assistant (Administration & Programs)
	Department	Career Development Services, Alumni Relations, Media & Public Relations, Corporate Outreach, Business Development, Marketing etc
	Educational Qualifications	Essential: 02 years Post Graduation in Marketing management with minimum 55% marks or equivalent CGPA
	Job Description	<p>Job Description: Including but not limited to :</p> <p><u>CDS</u></p> <ul style="list-style-type: none"><li>• Identifying &amp; following up with the companies for the final placements and internships placements</li><li>• Collecting the students' data and the institute's data from the respective stakeholders to prepare the institute's placement brochures and students profiling</li><li>• Maintaining the students' placements &amp; internships data, and reports</li><li>• Keeping the CDS data as per the NIRF and other accreditation companies</li><li>• Maintaining a database and updating present and prospective recruiters' coordinates and contact details at regular intervals.</li><li>• Arranging logistics for recruiters, students, and trainers and looking after their hospitality</li><li>• Working closely with the student's placement committee and the respective stakeholders to ensure a smooth placement process</li><li>• Keeping the expenditure bills and processing them for the payments within the timeline</li><li>• Collecting and recording the feedback from the students about the placement's training/workshop</li><li>• Coordinating with the external service providers/vendors for all the CDS activities</li><li>• Assisting the CDS &amp; Alumni-In charge in all the CDS &amp; Alumni activities</li><li>• Working towards enhancing the institute's brand image</li></ul> <p><u>Alumni Relations:</u></p> <ul style="list-style-type: none"><li>• Initiate, develop, foster and maintain strong linkages with alumni</li><li>• Keeping the Alumni Office data as per the NIRF and other accreditation companies</li><li>• Maintaining a database and updating alumni coordinates and contact details regularly by keeping track of their career progression and changes in employment, position, and location.</li><li>• Maintaining and keeping the alumni portal updated at all times with rich, relevant and contemporary content</li></ul>

	<ul style="list-style-type: none"> <li>• Coordinate with chapters (when set up) and alumni for various activities and help them organize the events and alumni meets at their respective chapters/locations</li> <li>• Working closely with the alumni committee and the respective stakeholders to ensure a smooth alumni activities</li> <li>• Collecting &amp; recording the feedback and testimonials from the alumni</li> <li>• Coordinating with the external service providers/vendors for all the Alumni activities</li> </ul>
Work Experience	<p><u>Essential:</u> Minimum 2 (two) years of post-qualification experience in an educational institution in the areas mentioned in the job description</p> <p><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 &amp; Power Point).</p>

**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/NC-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](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. 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 application format only, available on the website ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)). Applications not conforming to the format are liable to be rejected.
2. Filled-in, applications along with self-attested photocopies of certificates/documents in support of Date of Birth, Category (wherever applicable), Educational Qualifications, Work Experience etc., should be sent by post/courier/by hand so as to reach this office on or before the last date mentioned.
3. The envelope containing the application should be superscribed as "Application for Assistant (Admin & Programs) - . IIMV/HR/ RECTT./ NTS/Asst/01/2022 DATED 30-04-2022".
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. 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 **30-May-2022 (Monday) 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.
9. Address to send the applications:

**Senior Administrative Officer HR**

**Indian Institute of Management Visakhapatnam**

**Andhra Bank School of Business Building**

**Andhra University Campus**

**Visakhapatnam, Andhra Pradesh – 530 003**

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भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam - 530 003  
Andhra Pradesh, INDIA. Tel: +91 891 2824 444

Employment Notification No: IIMV/HR/ RECTT./ NTS/Asst/01/2022 DATED 30-04-2022

## 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 along with self-attested photocopies of all certificates, documents in support of date of birth, category (wherever applicable), educational qualifications, work experience etc.

**Application for the position of Assistant (Administration & Programs) - CDS & AR - on contract basis**

1. Name (in capital letters, with surname/last name in the end)		Space for Passport size Photograph
2. Date of Birth (dd/mm/yyyy):		
<b>3. Address and Contact Details</b>		
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		
Category: GENERAL / SC / ST / NC-OBC / PwD / EWS [Appropriate Category MUST be ticked (√). Otherwise application is liable to be rejected]		

**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*

Experience in Officer/Executive Grade / Level and above: \_\_\_\_\_ Years; \_\_\_\_\_ Months

Total Experience: \_\_\_\_\_ Years; \_\_\_\_\_ Months

(Experience must be in completed months and years is reckoned as on closing date of application)

**6. Proficiency in Languages (other than English) : Please Write "YES" or "NO" as applicable**

Language	Read	Write	Speak

**7. Professional References (Not relatives) of three 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.>
- c. <Name, Designation, Organization, E-mail ID, Mobile No.>

**8. Statement of Purpose:** Please describe (on a separate sheet) in about 300 words, why you wish to join IIM Visakhapatnam and how your qualifications & experience would be useful to the Institute in the post you are applying for.

**9. Please highlight in 500 words (on a separate sheet) your notable achievements in education and employment:**

**10. Declaration about Conduct and Character:**

- a) I hereby declare that as on date, I have faced / have not faced<sup>(\*)</sup> 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<sup>(\*)</sup> 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.

**11. 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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