



Institute of Rural Management Anand

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Post Graduate, Fellow Programme, and Mid-career/in-service education, research, and consulting in rural management and allied fields. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

IRMA Requires

Assistant (Research, Consulting, and MDP)

Job duties and responsibilities of Assistant (RC and M) include the following:

- Monitor, screen and respond to incoming correspondence from current and potential clients in Research, Consulting and MDP office as per the instructions of the faculty chair.
- Arrange and compile data relating to research, consulting and MDP and make them available in a timely fashion.
- Initiate correspondence and liaisoning with the client organisation and IRMA faculty,
- Assist in the preparation and circulation of consulting and training brochures and reports,
- Assist in KYC of the client organization handling registration of participants in MDPs, collection of the participation fee, payment of bills, preparation of certificates
- Coordinate field visits for MDP participants and potential clients for consulting as per the need
- Collect feedback from consulting and MDP client organizations, besides collecting feedback from MDP participants.

The incumbent shall be required to assist Deputy Managers in managing the Research, Consulting and Management Development Programme.

Qualification and Experience:

The incumbent should be a Graduate in any discipline with at least 55% of marks. The incumbent should possess a minimum of two years of working experience. The incumbent should also be well-versed to work in a computerized environment. S/he should be good at oral and written communication in English and Hindi/Gujarati.

Age:

The Incumbent age should be preferably around 25 to 30 years.

Remuneration and Tenure:

The appointment will be made purely on a three-year contract with a consolidated remuneration between Rs.15,000/- to Rs.18,000/- per month.

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable. Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for the interview. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

Interested candidates may please apply online by June 30, 2022, i.e., 23:59 p.m. at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a Statement of Interest and a detailed Curriculum Vitae.