



Institute of Rural Management Anand

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Postgraduate, 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 (Secretary)

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

- Assist the faculty in preparing teaching material, publications, students' grades, etc.
- Handle correspondence and organize and coordinate meetings, conferences, and travel arrangements as per the need of the faculty and the institute.
- Carry out academic support activities and assist in managing the assigned department which includes general correspondence, record keeping, maintaining and updating the database, and day-to-day routine tasks.

Qualification and Experience:

The incumbent should be a Graduate of a recognized University. A diploma in Language, Communication, or related academic fields will be an added advantage. The incumbent should have outstanding English language skills both written as well as oral. The incumbent should be proficient in computer applications such as MS Word, Powerpoint, and Excel. A minimum experience of 2 years in a similar capacity is desirable.

Age:

The Incumbent age should be preferably around 20 to 30 years.

Remuneration and Tenure:

The appointment will be made purely on a two-year contract with the third-party payroll. 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.