

August 14, 2017

Position: Administrative Officer (General Administration)
Job Code: 04

Number of Post(s): One

Educational Qualifications:

Post-graduate degree/diploma (Full-time, First class) in Management from a reputed UGC/AICTE recognized institution, with a very good academic record throughout.

Experience:

Post-qualification experience of at least 8 (eight) years in general administration, out of which, 5 years in independently handling the administration of a reputed Management Education Institute or University of national / international repute or Central Government/Central public sector/Central Government autonomous organizations.

Desirable Qualifications / Experience:

- Post-graduate degree in Law
- Work experience in higher educational institutions of high repute such as IIMs, IITs etc.

Upper age limit: 35 years on closing date of applications

Pay Scale: Pay Band 3: Rs.15600-39100; Grade Pay: Rs. 5400

Probation: As per Gol Rules

Roles and Responsibilities:

- Taking care of entire general administration function of the Institute
- Coordinating with all departments for providing administrative support
- Handling Procurement and Stores
- Handling contract services of housekeeping, security etc.
- Taking care of all HR related activities
- Functioning as Public Information Officer under the RTI Act, 2005
- Functioning as Nodal Officer for MHRD in matters of Grievances, SC / ST / OBC, Parliament Questions etc.
- Liaising between the Institute and outside authorities/agencies
- Handling management of all events
- Coordinating in the finalization and timely publication of Annual reports and other reports
- Taking care of logistics arrangements, accommodation and transportation
- Handling hostel administration
- Preparation and coordination for contracts / agreements and Annual rate contracts
- Any other work assigned from time to time

Key Skills/Abilities/Knowledge required:

- Excellent interpersonal skills with a solution-oriented mind-set.
- Maturity and integrity
- Thorough knowledge of GFR 2017, FR&SR and other relevant Central Government rules, regulations & procedures.
- Be dynamic, self-motivated and possess professional competence to provide total administrative support for all the activities of the Institute
- Be able to work independently, with timely follow up and customer service orientation.
- Have strong commitment to service and willingness to work in a demanding work environment
- Proficiency in MS Office, e-mail, survey forms etc.
- Good communication skills in English - oral and written.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Ability to prioritize work and effectively manage the same.
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude.

Terms & Conditions of Appointment

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. In addition to basic pay, the incumbent will also be eligible for allowances as admissible to Central Government Employees stationed at Visakhapatnam and as adopted by the Institute.
3. Higher start in the scale may be considered for exceptional and deserving candidates.
4. The terms and conditions of appointment shall be as per the relevant Gol Rules for the respective positions.

Important Points and Dates to remember

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the (www.iimv.ac.in/careers) page. All information furnished **MUST** be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates **NEED NOT** be attached/submitted. Such proof would be sought **ONLY** from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **September 8, 2017**. No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitting the online application, please contact staffrecruit@iimv.ac.in by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017**.

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