



August 14, 2017

### **General Terms and Conditions for Non-Teaching Staff Regular Positions**

#### **Mode of Selection**

1. The Institute is constituting a set of Committees to carry out the selection process.
2. The process involves:
  - a. preliminary assessment of suitability of the applicants;
  - b. written and / or computer test (if need be) for the short-listed candidates and,
  - c. interview with a Committee of faculty/experts, for further shortlisted candidates.
3. The selection process is being tentatively scheduled for **October 2017** at Visakhapatnam, AP, India.

#### **Other Terms & Conditions**

1. The Institute reserves the right to include in the recruitment process, those suitable candidates too, who may not apply.
2. The closing date of applications shall be reckoned for calculating experience.
3. 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.
4. The Institute reserves the right not to fill up the post (being) advertised and/or recruit at a level lower than the one being advertised.
5. The reservation policy of central government will be followed in the recruitment.
6. All degrees/diplomas/certificates of applicants should be as recognized/accredited by the appropriate statutory/regulatory/competent authorities. Degree(s)/experience acquired abroad should be from globally recognized institutions of comparable standards, as may be decided by IIM Visakhapatnam.
7. Experience acquired should be on full-time basis.
8. Applicants already employed in Central Government / State Government / Central Autonomous Organizations / Public Sector Undertakings should forward their applications through proper channel, or produce a No Objection Certificate at the time of written test / interview.

9. Mere fulfilment of minimum qualifications and experience required for a position does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number on the basis of relevant criteria, higher than the minimum prescribed.
10. The competent authority may relax requirements related to qualification, experience and/or nature of employment, in exceptional and deserving cases.
11. The Institute will communicate only with short-listed candidates.
12. No correspondence from applicants shall be entertained during the recruitment process.
13. Canvassing in any form will be a disqualification.
14. Reimbursement of travel expenses by the shortest route for domestic sector (i.e., within India) subject to a maximum of return A/C Second Class train fare and accommodation (free of cost) will be provided to the candidates who attend the written test / interview.
15. In all matters of recruitment and selection, the interpretation and decision of the competent authority of the Institute shall be final and binding.
16. Disputes (if any) shall be subject to jurisdiction of the civil courts of the city of Visakhapatnam, Andhra Pradesh, India.

oOo