



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/NTS/2020/02 DATED 16-12-2020

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions, on Regular Basis.

S. No.: 01
Department: Admin, HR, Stores & Purchase
Position: Senior Administrative Officer
Pay Band, GP: PB-3; 6600 / Pay Level: 11 - Group A
No. of posts: 1 (One)
Category: Un-reserved
Age: Minimum: 26 Years; Maximum 45 years
Educational Qualifications & Requirements: Essential: (1) Two-year full-time Post-Graduation with minimum 60% marks or equivalent CGPA. (2) Thorough hands-on experience in the use of MS Office. (3) Excellent communication skills (oral and written). (4) Excellent inter-personal skills. Desirable and Preferred: (5) Diploma or Degree in Law.
Work Experience (Post-qualification): Essential: (1) A total of 18 (Eighteen) years of relevant experience in any Department, Institution, Organization, Autonomous Body or University under the Central Government, out of which - a) 4 years in Pay Level 10 (or) b) 5 years in Pay Level 8 (or) c) 6 years in Pay Level 7 (or) d) 7 years in Pay Level 6. Desirable and Preferred: (2) Experience in the Job Description provided hereunder, in a Centrally Funded Technical Institution.
Job Description: Duties & Responsibilities including, but not limited to the following: 1. All General Administration and Human Resource Management functions/services of the Institute such as: Recruitment to Retirement "life cycle" of faculty and staff; IT & Web Services; Media & Public Relations; Printing & Stationery; Medical & Health-care; Hostels and Mess; Reception; Outsourced Services; Stores & Purchase; Logistics, Travel and Accommodation; Legal, Contracts & MoUs; Official Language; Disability Services; Institute events; RTI Act 2005 compliance; Coordination with other IIMs; Coordination and liaison with Ministry of Education, GOI & State Govt.; Parliament Questions; Annual Reports & Institute publications; Custodian of all agreements of the Institute; Reservations, Discipline matters and Grievance Redressal; Coordination for Internal Complaints Committee etc. 2. Ensuring compliance with IIM Act 2017; GOI rules and regulations and subsequent amendments e.g., CCS Rules 1964/1965, Delegation of Financial Powers Rules 1978, FRSR, GFR 2017, 7 th CPC, Manual for Procurement of Goods 2017; Manual for Procurement of Consultancy & Other Services 2017 etc. 3. Ensuring compliance with and bringing out improvements in the Policies and Standard Operating Procedures of the Institute (e.g., Procurement Policy, HR Policy etc.). 4. Developing and Implementing HR & Service Rules and Regulations in the Institute. 5. Developing and Implementing Policies & Regulations in accordance with the IIM Act 2017. 6. Any other duty as may be assigned by the Institute from time to time.

S.No. 02
Department: Admissions, Academics & Programmes
Position: Senior Administrative Officer (Academic Programmes)
Pay Band, GP: PB-3; 6600 / Pay Level: 11 - Group A
No. of posts: 1 (One)
Category: Un-reserved
Age: Minimum: 26 Years; Maximum 45 years
Educational Qualifications & Requirements:
Essential:
<ul style="list-style-type: none"> (1) Two-year full-time Post-Graduation with minimum 60% marks or equivalent CGPA. (2) Thorough hands-on experience in the use of MS Office. (3) Thorough hands-on experience in the use of web-conferencing tools (Zoom and WebEx). (4) Learning Management System (Moodle); Examination Tools (DigiExam, ExamSoft); Academic Software Packages (Impartus, TurnItIn etc.). (5) Excellent communication skills (oral and written). (6) Excellent inter-personal skills.
Desirable and Preferred:
<ul style="list-style-type: none"> (7) Thorough hands-on experience in the use of tools like CorelDRAW Graphics Suite 2020.
Work Experience (Post-qualification):
Essential:
<ul style="list-style-type: none"> (1) A total of 18 (Eighteen) years of relevant experience in any Department, Institution, Organization, Autonomous Body or University under the Central Government, out of which - <ul style="list-style-type: none"> a) 4 years in Pay Level 10 (or) b) 5 years in Pay Level 8 (or) c) 6 years in Pay Level 7 (or) d) 7 years in Pay Level 6.
Desirable and Preferred:
<ul style="list-style-type: none"> (2) Experience in the Job Description provided hereunder, in a Centrally Funded Technical Institution engaged in management education (or) in a business school in the top 30 ranks of NIRF-2020.
Job Description: Duties & Responsibilities including, but not limited to the following:
A. <u>Program Management & Academic Administration</u>
<ul style="list-style-type: none"> 1. Managing long-duration Post-Graduate Programmes (e.g., Academic calendar preparation; Bidding, term Registration, Class schedule preparation, Examination management, Grade summary preparation, Result preparation, Marksheet Preparation etc.) 2. Coordinating with Finance & Accounts and preparing Budget and Revised Estimates 3. Coordinating with other functions of the Institute for smooth and streamlined conduct of all academic activities 4. Designing and/or facilitating the design of programme brochures/pamphlets, cover pages, conference banners, posters etc. for academic-programme related and/or Institute-related events and activities. 5. Preparing student information brochures, handbooks etc. 6. Guiding and supervising academic-administration activities related to new admissions. 7. Scheduling and facilitating orientation programmes, preparatory sessions etc. 8. Liaison with Guests/Adjunct faculty with respect to programmes and sessions and arranging logistics for them. 9. Procurement of course material and textbooks. 10. Preparation of Academic calendar and Area-teaching plans under the guidance of respective Program Chairs and the faculty concerned 11. Interacting and communicating with the candidates, participants and students of various programmes facilitating smooth academic administration. 12. Facilitating and coordinating student registrations, kit distribution, fee payments etc. 13. Monitoring student attendance, seating layout etc. 14. Ensuring proper safe-custody and distribution of question papers for conducting internal and term-end examinations. 15. Monitoring the faculty feedback processes 16. Printing and distribution of grade sheets, degrees/diplomas, certificates. 17. Procurement of medals for top-performing students. 18. Updating Program Chairs, Dean(s), Faculty concerned and Competent Authority regularly on progress/developments related to program-management and academic-administration.

19. Guiding, mentoring, and imparting training to officers/executives and staff in programme-management and academic-administration functions, to build their capacities and enable them to become self-dependant
20. Managing efficiently work related to the National Academic Depository.
21. Any other task assigned by the Institute from time to time.

B. Digitalization of Programme Management & Academic Administration

1. Ideation, conceptualization, planning and implementing the digitalization initiatives of program-management and academic-administration activities, in step with the perspective plans, progress and growth of the academic activities of the Institute
2. Leveraging effectively, the benefits of digital tools, e-platforms and Learning Management Systems; and imparting, facilitating training to officers, executives and staff thereon.
3. Managing blended-learning programs of the Institute.

S. No. 03
Department: Corporate Outreach, Business Development & Marketing
Position: Administrative Officer
Pay Band, GP: PB-3; 5400 / Pay Level: 10 - Group A
No. of posts: 1 (One)
Category: Un-reserved
Age: Minimum: 26 Years; Maximum 45 years
Educational Qualifications & Requirements: Essential: <ol style="list-style-type: none"> (1) Two-year full-time Post-Graduation with minimum 60% marks or equivalent CGPA. (2) Thorough hands-on experience in the use of MS Office. (3) Excellent communication skills (oral and written). (4) Excellent inter-personal skills.
Work Experience (Post-qualification): Essential: <ol style="list-style-type: none"> (1) A total of 16 (Sixteen) years of relevant experience in any Department, Institution, Organization, Autonomous Body or University under the Central Government, out of which - <ol style="list-style-type: none"> a) 6 years in Pay Level 6 (or) b) 3 years in Pay Level 7 (or) c) 2 years in Pay Level 8. Desirable and Preferred: <ol style="list-style-type: none"> (2) Experience in the Job Description provided hereunder, in a Centrally Funded Technical Institution engaged in management education (or) in any business school in the top 30 ranks of NIRF-2020.
Job Description: Duties & Responsibilities including, but not limited to the following: <ol style="list-style-type: none"> 1. Explore, publicize, market and maximize short-duration, capacity-building (education and training) opportunities for the Institute viz. Executive Education Programs (EEP) [such as Management Development Programs and Faculty Development Programs]. 2. Initiate, develop, foster and maintain linkages with Ministries, Departments and Organizations in the Government Sector (Central & State) and Corporate Sector (Public and Private Sector Enterprises) and Not-for-profit Sector (NGOs) with a view to tapping opportunities for the above-mentioned Programs as well as Research & Consulting (R&C) i.e., Project opportunities. 3. Manage and deepen relationships with (government, business/industry and NGOs) and other external stakeholders for realizing business opportunities as above. 4. Scout for and seek out opportunities proactively for Programs and Projects from the above-mentioned sectors in the areas in which the Institute has expertise and experience. 5. Harvest and maintain knowledge-base of the programs being offered and project assignments being carried out by business schools in the top 30 NIRF Ranks. 6. Engage actively with current, potential and prospective sponsors (clients) and patrons of Programs and Projects. 7. Coordinate and facilitate smooth conduct of the Programs and Projects, once awarded to the Institute. 8. Prepare and submit comprehensive proposals in response to requests / invitations published in the media or directly received by the Institute, for Programs and Projects. 9. Maintain complete documentation in an organized and systematic manner for all the Programs and Projects, received, responded to and carried out by the Institute. 10. Plan structured business-development initiatives and facilitate the implementation of the same. 11. Prepare brochures and business-development material (hard and soft copy versions, mail versions) to effectively market the strengths of the Institute as well as offerings of the Institute in the Programs and Projects space. 12. Plan and execute customized social media campaigns with due segmentation of the target clientele. 13. Prepare and seek approvals for annual budgets. 14. Facilitate and/or prepare Policies and Standard Operating Procedures for the smooth and streamlined conduct of Programs and Projects and update them every year. 15. Manage the entire operations smoothly, of the EEP and R&C Offices. 16. Interact regularly with faculty to exchange market information and factor in their inputs into the advertising and publicity campaigns, brochures etc. 17. Coordinate and facilitate successful conduct of Programs by the internal and visiting faculty.

18. Handle the entire process of on-boarding and successful conduct of EEPs, including coordination with collaborating external agency (if any), sponsors (clients) and patrons.
19. Maintain a database and update at regular intervals, of present and prospective organizations offering or with potential to offer Programs and Projects, and the contact details of the officials concerned.
20. Seek appointments, meet and engage with decision-makers and decision-facilitators on the side of the potential sponsors (clients) and patrons of the Programs and Projects and showcase the strengths of the Institute.
21. Develop and implement MIS for the EEP and R&C Offices.
22. Build, manage, deepen and maintain goodwill and good relations with Program and Project sponsors (clients) and patrons (current and potential).
23. Develop, update at regular intervals and maintain web-portals for EEP and R&C activities with relevant and contemporary content.
24. Assume responsibility for deliverables on objective metrics such as participant-hours (in case of EEPs) and no. of assignments (in case of R&C); and revenue generation (in case of both).
25. Report to the EEP Chair and R&C Chair; work as per their guidance, advice and instructions; and keep the Chairs fully updated of the progress of activities and achievements, on a day-to-day basis.
26. Work with colleagues connected with the above tasks and functions and ensure smooth coordination.
27. Demonstrate initiative, imagination, ideation and innovation; and Develop market/industry insights and show measurable improvement in the outputs and outcomes, year-on-year.
28. Maintain at all times, absolute confidentiality (non-disclosure) and high standards of ethics in all dealings of the Program and Project functions; and ensure at all times, non-conflict of interest.
29. Carry out any other task as may be assigned from time to time.

S. No: 04
Department: Corporate Outreach, Business Development & Marketing
Position: Administrative Officer
Pay Band, GP: PB-3; 5400 / Pay Level: 10 - Group A
No. of posts: 1 (One)
Category: Un-reserved
Age: Minimum: 26 Years; Maximum 45 years
Educational Qualifications & Requirements: Essential: <ol style="list-style-type: none"> (1) Two-year full-time Post-Graduation with minimum 60% marks or equivalent CGPA. (2) Thorough hands-on experience in the use of MS Office. (3) Excellent communication skills (oral and written). (4) Excellent inter-personal skills. Desirable and Preferred: <ol style="list-style-type: none"> (1) Post-Graduate qualification in International Relations. (2) Study and Academic work Experience in the US or Europe.
Work Experience (Post-qualification): Essential: <ol style="list-style-type: none"> (1) A total of 16 (Sixteen) years of relevant experience in any Department, Institution, Organization, Autonomous Body or University under the Central Government, out of which - <ol style="list-style-type: none"> a) 6 years in Pay Level 6 (or) b) 3 years in Pay Level 7 (or) c) 2 years in Pay Level 8. Desirable and Preferred: <ol style="list-style-type: none"> (2) Experience in the Job Description provided hereunder, in a Centrally Funded Technical Institution engaged in management education (or) in a business school in the top 30 ranks of NIRF-2020.
Job Description: Duties & Responsibilities including, but not limited to the following: <ol style="list-style-type: none"> 1. Explore, facilitate and cause to establish mutually beneficial international academic-exchange and collaboration opportunities with reputed foreign Universities and Institutions, preferably listed in the top 500 QS World Rankings (latest). 2. Gather information from websites of potential foreign partners, collate, compile and present the quantitative and qualitative information in a crisp and concise manner as per a defined template. 3. Develop proposals for collaboration with global academic institutions on multiple fronts as appropriate such as student-exchange, faculty-exchange, joint research and publications, dual-degree programs, collaborative short-duration programs, study-abroad programs etc. 4. Extend due support towards operationalizing and maintaining the partnerships and collaborative endeavours. 5. Prepare and submit comprehensive proposals for collaborative endeavours. 6. Engage with and carry out prompt correspondence with the international agencies in a formal, polite and with due regard to regional, political, social, cultural and language sensitivities. 7. Maintain complete documentation in an organized and systematic manner for all the collaborations and MoUs entered into by the Institute. 8. Plan structured business-development initiatives and facilitate the implementation of the same. 9. Prepare brochures and business-development material (hard and soft copy versions, mail versions) to effectively market the strengths of the Institute as well as program offerings of the Institute. 10. Prepare and seek approvals for annual budgets. 11. Facilitate and/or prepare Policies and Standard Operating Procedures for the smooth and streamlined implementation of MoUs. 12. Manage the entire operations smoothly, of the International Relations Office. 13. Interact regularly with faculty to exchange information global scenario in the management education domain and factor in their inputs into publicity material, brochures etc. 14. Coordinate and facilitate successful conduct of joint endeavours. 15. Coordinate with and handle the entire process of on-boarding and successful conduct of collaborative programs.

16. Maintain a database and update at regular intervals, of present and prospective institutions offering or with potential to offer joint / collaborative programs, and the contact details of the officials concerned.
17. Develop and implement MIS for the International Relations Office.
18. Develop, update at regular intervals and maintain web-portal for International Relations activities with relevant and contemporary content.
19. Assume responsibility for deliverables on objective metrics that reflect scale and scope of increase in collaborative endeavours with global entities.
20. Report to the International Relations Chair; work as per his/her guidance, advice and instructions; and keep the Chair fully updated of the progress of activities and achievements, on a day-to-day basis.
21. Work with colleagues connected with the above tasks and functions and ensure smooth coordination.
22. Demonstrate initiative, imagination, ideation and innovation; and Develop market/industry insights and show measurable improvement in the outputs and outcomes, year-on-year.
23. Maintain at all times, absolute confidentiality (non-disclosure) and high standards of ethics in all dealings; and ensure at all times, non-conflict of interest.
24. Carry out any other task as may be assigned from time to time.

Terms & Conditions applicable to all posts:

1. Eligibility, Age, Qualifications & Experience

- (a) Pay-levels mentioned are of 7th Central Pay Commission.
- (b) All qualifications acquired must be recognized in law. All qualifications must have been acquired in the first attempt.
- (c) Qualifications and experience of candidates must be relevant to the position applying for.
- (d) Age and experience requirements shall be reckoned as on the closing date of the advertisement; Duration of PhD (if any, and experience acquired therein) will not be counted as experience.
- (e) Only officer/executive and higher-level experience of applicants would be considered/counted.
- (f) Mere fulfilment of qualifications and experience 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 based on relevant criteria, higher than the minimum prescribed.
- (g) 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; (v) offer of appointment on regular or contract basis. No request or correspondence of any kind in this regard would be entertained.
- (h) No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- (i) The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.

2. Place of Posting and Transferability:

- (a) The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh. The Institute is likely to move to its permanent campus located in Gambheeram Village in Anandapuram Mandal, in about three years. The permanent campus is about 25 Km.s from the present (temporary/transit) campus.
- (b) Vacancies and positions across cadres and positions are fungible/inter-changeable. The selected candidate may be posted in or transferred to

any cadre, centre, cell, area, function, department at any time that the Institute deems fit and in public interest. Accordingly, the duties and responsibilities and/or the reporting relationship of the incumbent may change, depending on work-requirements, at any time. Also, appropriate designations may be given by the Institute, specific to such work-domain(s) of the incumbents.

- (c) The Institute reserves the right to transfer the incumbent to any Campus/Centre that it may open at any other location in India, in future.

3. Vacancies and Positions:

- (a) The number and nature of vacancies and positions may vary during the recruitment process.
- (b) The Institute reserves the right not to 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. 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.
- (c) Candidates meeting the eligibility criteria, but not found suitable in the selection process for the positions applied for may be offered positions at lower pay-level (or) on contract.
- (d) Higher basic pay may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- (e) The Institute may shortlist and/or select suitable number of candidates to address present and/or future requirements.
- (f) Probation period for all positions shall be two years.

4. Disqualification:

- (a) If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, the offer appointment may be cancelled, withdrawn; or service terminated forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- (b) Applications which are not in prescribed form, filled incorrectly or incomplete may be rejected outright. No correspondence will be entertained in this regard.
- (c) Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- (d) In case of any inadvertent error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any

communication, offer or appointment made to the candidate, without incurring any liability whatsoever.

- (e) Canvassing in any form will be a disqualification.

5. Other Terms & Conditions:

- (a) The Institute strives to have a workforce with gender balance and hence, female candidates are especially encouraged to apply.
- (b) All recruitment shall be done on the recommendations of duly constituted Screening Committee and the Selection Committee.
- (c) In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decision of the Competent (Appointing) Authority of the Institute shall be final and binding.
- (d) The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- (e) Disputes (if any) shall be subject to the jurisdiction of competent courts of Andhra Pradesh.

6. How to Apply

- (a) Interested candidates are invited to apply using the prescribed format only, available on the website (www.iimv.ac.in/careers).
- (b) Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities etc.) must apply through proper channel; or produce a No Objection Certificate (NOC) at the time of interview; If selected, they must produce a Relieving Letter at the time of reporting for duty. Such candidates may send advance applications, but, if found eligible and shortlisted, they would be allowed take part in the selection process only if the application is received through proper channel and/or a No Objection Certificate is produced on or before the interview date.
- (c) Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- (d) Applications must be accompanied by:
 - i. Statement of Purpose (maximum 1000 Words)
 - ii. Your proposed contribution to the Institute (maximum 1000 words)
 - iii. Your notable achievements in education and employment
 - iv. Awards, Rewards, Recognitions won and/or professional affiliations
 - v. Professional References - relevant and not relatives - (three) with Name, Designation, Organization, e-Mail ID, Mobile and Landline
 - vi. Category Certificate (if applicable) issued by competent authority, with validity as on the closing date of applications.
- (e) Applications must be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished

MUST be supported by documentary evidence. Incomplete, incorrect and sketchy applications are liable to be rejected.

- (f) Except the documentation sought as above, no other certificate or documentation need be attached or provided, at the stage of submitting the application. Such proof would be sought later, ONLY from short-listed applicants.
- (g) Completely filled-in application duly ink-signed along with documents mentioned above, should be sent by Speed Post or Courier to the address given below, ensuring it reaches the Institute latest by 11-Jan-2021 (Monday), 1600 Hrs. It is reiterated that no other certificates or supporting documentation need be attached at this stage.

THE SENIOR ADMINISTRATIVE OFFICER
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
ANDHRA UNIVERSITY CAMPUS
VISAKHAPATNAM - 530 003
ANDHRA PRADESH

- (h) The envelope containing the application form should be labelled as: "ADVERTISEMENT REF. NO. IIMV/NTS/2020/02 DATED 16 DECEMBER 2020"
- (i) IIMV is not responsible for postal delays, if any. Applications received after the last date and time will NOT be considered.
- (j) The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence, whatsoever, shall be entertained from applicants not shortlisted for interview or not selected for appointment.

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