



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/ADMIN/RECTT./NTS/01/2021 DATED 24-03-2021

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

1	Position	Senior Administrative Officer (Academic Programmes)
2	Department	Admissions, Academics & Programmes
3	Pay Level & Group	Pay Level: 11 - Group A
4	No. of posts	01 (One)
5	Category	Un-reserved
6	Age Limit	Maximum 45 years
7	Educational Qualifications	Essential: Post-Graduate Degree in any discipline with minimum 60% marks or equivalent CGPA. Desirable: Diploma or Degree in Management
8	Work Experience	Essential Post-qualification Experience: <ul style="list-style-type: none">• 18 (Eighteen) years of experience in any higher educational institution in the Management of Academic Programs (OR) <ul style="list-style-type: none">• 4 years of experience in Pay Level 10 (or)• 5 years of experience in Pay Level 8 (or)• 6 years of experience in Pay Level 7 (or)• 7 years of experience in Pay Level 6 of 7th CPC in a Central Government Organization, Central Autonomous Body, Institution of National Importance, or Central University in the Management of Academic Programs or Allied Knowledge Areas. Preferred: <ol style="list-style-type: none">(1) Experience in the Job Description provided hereunder, in a Centrally Funded Technical Institution(2) Thorough hands-on experience in the use of MS Office, web-conferencing tools (e.g., Zoom and WebEx), Learning Management System (e.g., Moodle); Examination Tools (e.g., DigiExam, ExamSoft); Academic Software Packages (e.g., Impartus, TurnItIn etc.).(3) Excellent communication skills (oral and written) and excellent inter-personal skills.(4) Thorough hands-on experience in the use of tools like CorelDRAW Graphics Suite 2020.
9	Job Description:	Duties & Responsibilities including, but not limited to the following: A. Program Management & Academic Administration <ol 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

	<ol style="list-style-type: none"> 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. <p>B. <u>Digitalization of Programme Management & Academic Administration</u></p> <ol style="list-style-type: none"> 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.
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General Terms & Conditions:

1. Eligibility, Age, Qualifications & Experience

- a. All qualifications acquired must be recognized in law.
- b. 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.
- c. 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.
- d. 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.
- e. Suitable relaxations may be considered for candidates working in analogous positions/areas in Central Government Organizations, Central Autonomous Bodies, Institutions of National Importance, or Central Universities, as deemed appropriate.
- f. 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.
- g. 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. The position is fungible/inter-changeable across the cadres in the Institute. 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).

- 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 may vary during the recruitment process.
- b. The Institute reserves the right not to fill the advertised position; or cancel the advertisement 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 the recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- c. Candidates not found suitable in the selection process for the position advertised, may be offered a position at lower pay-level (or) on contract if their work experience and performance are considered merit-worthy by the relevant Committee(s).
- d. The Institute may shortlist and/or select suitable number of candidates to address present and future requirements.
- e. Probation period is 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 Committee(s).
- (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) 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. Such candidates may send advance applications. However, 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. Proposed contribution to the Institute (maximum 1000 words)
 - iii. Notable achievements in education and employment (maximum 500 words)
 - iv. Awards, Rewards, Recognitions won and/or professional affiliations (maximum 500 words)
 - v. Professional References - relevant and not relatives - (three) with Name, Designation, Organization, e-Mail ID, Mobile and Landline
- (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.
- (f) Incomplete, incorrect and sketchy applications, applications submitted in any other format are liable to be rejected.

- (g) 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.
- (h) 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 23-Apr-2021** (Friday), 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

- (i) The envelope containing the application form should be labelled as: “ADVERTISEMENT NO. IIMV/ADMIN/RECTT./NTS/01/2021 DATED 24-03-2021”
- (j) IIM Visakhapatnam is not responsible for postal delays, if any. Applications received after the last date and time will NOT be considered.
- (k) 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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भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

Recruitment of Non-Teaching Staff on regular basis

Senior Administrative Officer (Academic Programs)

No.: IIMV/ADMIN/RECTT./NTS/01/2021 DATED 24-03-2021

Last date for submitting applications is 23/04/2021

Please visit www.iimv.ac.in/careers for details and applying.

Senior Administrative Officer