



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/HR/RECTT./NTS/01/2023 DATED 10-05-2023

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

1	Position	Administrative Officer
2	Pay Level & Group	Pay Level 10 as per 7 th CPC, applicable for IIMs - Group A
3	No. of posts	03 (Three)
4	Department	01 each in Academics & Programmes Management, HR & Establishment and General Administration
5	Category	Un-reserved
6	Age Limit	Maximum 45 years
7	Educational Qualifications	Essential: Post-Graduate Degree in any discipline Desirable: Diploma or Degree in Management
8	Work Experience	Essential Post-qualification Experience: <ul style="list-style-type: none">• 16 (Sixteen) years of relevant experience OR• 03 (Three) years of regular service in Pay Level 8 in a Central Government Organization, Central Autonomous Body, Institution of National Importance, Central University or Higher Educational Institutes in the departments indicated above, dealing with functions mentioned in job description for each position separately. Preferred: <ol style="list-style-type: none">(1) Experience 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)(3) Excellent communication skills (oral and written) and excellent interpersonal skills.(4) Thorough hands-on experience in the use of tools like CorelDRAW Graphics Suite 2020.

1	Position	Senior Library & Information Officer
2	Pay Level & Group	Pay Level 10 as per 7 th CPC, applicable for IIMs - Group A
3	No. of posts	01 (One)
4	Department	Library
5	Category	Un-reserved
6	Age Limit	Maximum 45 years
7	Educational Qualifications	Essential: Post-Graduate Degree in Library & Information Sciences Desirable: Post Graduate Diploma in Library Automation and Networking (PGDLAN)/PhD

8	Work Experience	<p>Essential Post-qualification Experience:</p> <ul style="list-style-type: none"> • 16 (Sixteen) years of relevant experience OR • 03 (Three) years of regular service in Pay Level 8 <p>in a Central Government Organization, Central Autonomous Body, Institution of National Importance, Central University or Higher Educational Institutes in Library, dealing with functions mentioned in job description for the position separately.</p> <p>Preferred:</p> <ol style="list-style-type: none"> (1) Experience in a Centrally Funded Technical Institution (2) Thorough hands-on experience in the use of Library Automation Tools, MS Office, web-conferencing tools (e.g., Zoom and WebEx) (3) Excellent communication skills (oral and written) and excellent inter-personal skills. (4) Thorough hands-on experience in the use of tools like KOHA etc.
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Job Descriptions:

1.	Academics & Programmes Management	<p><u>Duties & Responsibilities including, but not limited to the following:</u></p> <p>A. Program Management & Academic Administration</p> <ol style="list-style-type: none"> 1. Managing degree-granting Post-Graduate Programmes (e.g., Academic calendar preparation; Elective Bidding, term wise Registration, Preparation of schedules for 'Mentorship activities, Class schedule preparation and implementation, Supporting faculty in organizing quiz(s) online/off-line, Examination management, GPA calculation, Grade summary preparation, Result preparation, Marksheet Preparation etc.) 2. Coordinating with Program chairs and Finance & Accounts for preparing Budget and Revised Estimates 3. Coordinating with other functions of the Institute for smooth and streamlined conduct of all academic activities. 4. Guiding and supervising academic-administration activities related to new admissions. 5. Scheduling and facilitating orientation programmes, preparatory sessions etc. 6. Liaison with Guests/Adjunct faculty with respect to programmes, sessions, arranging logistics and processing of payments for them. 7. Procurement of course material and textbooks and processing of payments. 8. Preparation of Academic calendar and Area-teaching plans under the guidance of respective Program Chairs and the faculty concerned. 9. Interacting and communicating with the candidates, participants and students of various programmes facilitating smooth academic administration. 10. Facilitating and coordinating student registrations, kit distribution, fee payments etc. 11. Monitoring student attendance, seating layout etc. 12. Ensuring proper safe-custody and distribution of question papers for conducting internal and term-end examinations. 13. Monitoring the faculty feedback processes 14. Printing and distribution of grade sheets, degrees/diplomas, certificates. 15. Procurement of medals for top-performing students. 16. Updating Program Chairs, Dean(s), Faculty concerned and Competent Authority on progress/developments related to program-management and academic-administration.
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		<ol style="list-style-type: none"> 17. 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. 18. Managing efficiently work related to the National Academic Depository. 19. 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. 20. Preparing student information brochures, handbooks etc. <p>B. Digitalization of Programme Management & Academic Administration</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. Expertise in usage of Moodle, Digiexam/ Mercer-Mettl Examination etc. 4. Managing blended-learning programs of the Institute.
2	HR & Establishment	<ol style="list-style-type: none"> 1. <u>Human Resources</u> <ol style="list-style-type: none"> a. Personnel and industrial relations matters for the entire “Recruitment to Retirement” life-cycle of teaching and non-teaching staff b. Maintaining all records up-to-date (e.g. service books, personal files, leave records etc.) c. Establishment and service matters pertaining to teaching and non-teaching staff in accordance with the GOI guidelines; IIM Act 2017 and Institute Regulations & Procedures d. Matters pertaining to salary, benefits, facilities etc. to teaching and non-teaching staff e. Statutory compliances pertaining to the services of teaching and non-teaching staff f. Assisting in the matters of Board and various Committees g. Safe-keeping of all confidential records (e.g. Annual Appraisals; Minutes of the Meetings of the BoG & Committees etc.) 2. <u>Other Matters pertaining to</u> <ol style="list-style-type: none"> a. RTI Act 2005 compliance b. Parliament Questions c. Coordination with other IIMs d. Coordination and liaison with Ministry of Education & other GOI Ministries & Departments e. Annual Reports & Institute publications f. Safe-keeping of all Contracts, MOUs and Agreements of the Institute g. Internal Complaints Committee h. Official Language, Disability Services etc.
3	General Administration	<ol style="list-style-type: none"> 1. <u>Purchase & Stores</u> End-to-end procurement processes such as Indents, Purchase/ Procurement, Stores, Issue, Asset Accounting & Management in accordance with GOI Rules (e.g. GFR 2017), Institute Guidelines and Procurement Processes such as: <ol style="list-style-type: none"> a. Inventory Control; Monitoring & Management of all Stores & Supplies (except those pertaining to Infrastructure / Building & Works; Computing Equipment & Knowledge Resources pertaining to Library) b. Vendor development, empanelment; Vendor evaluation and rating

		<ul style="list-style-type: none"> c. Ensuring quantity and quality of supplies in accordance with Purchase Orders d. Preparing Budgets e. Managing Annual Procurement / Rate Contracts f. Coordinating with all user departments and suppliers g. Preparing tender documents, floating and evaluation of tenders h. Stock control and maintenance of all stock ledgers i. Carrying out annual stock-verification <p>2. <u>Travel & Transport</u></p> <ul style="list-style-type: none"> a. Following the processes as in (1) above, as applicable, as regards travel, ticketing, hotel accommodation and transportation arrangements; and assisting in the finalization of contracts well in advance b. Managing the Travel Desk and arranging tickets, local transport and hotel accommodation c. Monitoring & Control of (movement of) vehicles & drivers; and Vehicle log-books. <p>3. <u>Outsourced Services</u></p> <ul style="list-style-type: none"> a. Following the processes as in (1) above, as applicable, as regards Outsourced Services (such as Housekeeping, Security Photo-copying, Reprographics etc.) and assisting in the finalization of contracts well in advance b. Supervising all Outsourced Services Personnel for efficient and effective discharge of work. <p>4. <u>Meetings & Conferences</u></p> <ul style="list-style-type: none"> a. Following processes as in (1) above, as applicable, as regards arranging venues for Institute's functions, events, meetings, conferences etc. b. Making necessary venue and logistics arrangements <p>5. <u>Record-keeping & Bills Processing</u></p> <ul style="list-style-type: none"> a. Maintenance of all records, up-to-date b. Processing of bills <p>6. <u>Public Affairs</u></p> <ul style="list-style-type: none"> a. Receive the Institute guests & make proper reception arrangements b. Develop, foster and maintain good relations with the English and vernacular media. c. Showcase the activities and accomplishments of the students in the media by ensuring proper coverage of the Institute, faculty, student and alumni events, activities, achievements, news, announcements, fests, competitions etc. d. Deal with public and media representatives, government and non-government officials; Andhra University authorities etc. e. Deal with all vendors and suppliers in a formal, professional manner f. Ensure Institute's goodwill and good relations at all times with all external stakeholders. g. Facilitate and ensure media channels are used carefully and effectively and responsibly, at all times. <p>7. <u>Hostel & Mess</u></p> <ul style="list-style-type: none"> a. Planning and allotment of rooms, maintaining record of occupancy/ vacation of rooms to/by the students. b. Ensuring proper maintenance and cleanliness of the premises, hostel rooms, common rooms, washrooms etc.
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		<ul style="list-style-type: none"> c. Ensuring proper water supply for utilities and potable drinking water arrangements d. Ensuring all facilities and amenities; furniture, fixtures & fittings; and equipment such as sports equipment, safety & security equipment (e.g. CCTV cameras), fire-fighting equipment, kitchen equipment, crockery & cutlery, insect-repellents, emergency lamps etc. are maintained in good working condition. e. Ensuring that the food is prepared and served in hygienic, clean and safe conditions f. Monitoring all the activities related to preparation as per the finalized menu, timely delivery and serving of good quality food in all hostels and the campus as per the schedule and as per the recommendations of the Student Mess Committee and/or the Competent Authority. g. Obtaining certifications from the caterers, at least once every three months, on the quality of food being served (from govt.-approved and/or accredited labs only) h. Distributing the postal/courier delivery to the addressees i. Keeping a close watch on the premises so that no unauthorized student/person enters or resides in the hostel and/or makes use of the facilities. j. Maintaining the record of 'in and out' movements of students as per instructions in this regard. k. Monitoring the health and personal hygiene of inmates l. Ensuring maintenance of discipline and decorum in the hostels, and promptly bringing to the authorities concerned, occurrence of any untoward incidents, unauthorized use of the premises; use of the premises for unauthorized/unlawful purposes; occurrence of prohibited activities on premises etc. m. Reporting promptly to the authorities concerned, any accidents, emergencies etc. occurring on the premises etc
4.	Library	<ol style="list-style-type: none"> 1. Consulting and coordinating with faculty and students and preparing inventory of all knowledge/learning resources such as books, journals, magazines, databases etc. (in physical and/or virtual/electronic form) to be procured; 2. Issuing library membership to the eligible staff and students, ensuring timely renewal and revocation of the same; 3. Maintaining records pertaining to issue of knowledge/learning resources to the members and recalling them by due dates; 4. Identifying 'Library dues' for the members from time to time and initiating action thereon; 5. Preparing Library Budget Estimates as per timelines; 6. Planning and procuring the knowledge/learning resources following due process and within approved budgets; 7. Effecting the procurements at the most competitive price, in consultation with other IIMs and in accordance with guidelines of government authorities/agencies like the MHRD; 8. Ensuring that the licensing policies of the knowledge/learning resources deployed / in use in the Institute are duly complied with, at all times; that there is no violation of Intellectual Property Rights such as Copy Rights; and that the Institute stands indemnified and held harmless at all times; 9. Using a duly licensed, up-to-date version of computer-based Library Management Software at all times; 10. Ensuring that the physical stock of knowledge/learning resources and the inventory maintained in the computer system tally at all times; 11. Managing shelf and storage space/area in the Library, efficiently, by organizing / arranging the resources in a streamlined and orderly manner;

		<ol style="list-style-type: none"> 12. Ensuring that the versions, subscriptions, memberships pertaining to knowledge/learning resources are maintained up-to-date and/or renewed well within the expiry dates; 13. Handling efficiently, the institutional memberships in library-associated bodies like ShodhSindhu, INFLIBNet, Delnet etc. 14. Facilitating the organization of book exhibitions, periodically; 15. Facilitating Inter-Library Loan / Referencing; 16. Guiding, supervising, mentoring and coordinating the activities of the junior executives/officers, staff, library interns et al; 17. Ensuring safety and security of library premises and resources; 18. Ensuring that any misuse, un-authorized use, loss, damage etc. to/of library resources/property due to any reason is brought to the notice of the reporting (higher) authorities, immediately; 19. Ensuring all knowledge/learning resources are always maintained in good-to-use form with no impairment; 20. Ensuring that the library resources are made available and accessible to users at all times in accordance with the policies of the Institute, physically and virtually (remotely); 21. Ensuring that library premises is maintained in a neat and tidy manner and also ensuring that pest-control is carried out at regular intervals, in order to ensure good upkeep and longevity of library resources; 22. Assisting the faculty members in collecting, compiling, collating data and information to serve their academic and research activities; 23. Collecting, compiling, analysing and monitoring library-usage data; 24. Ensuring storage, retrieval, record-keeping etc. of library resources in an efficient and effective manner; 25. Deploying, leveraging and facilitating use of appropriate technologies and processes for effective use of library resources, including by those with special needs / differently-abled persons; 26. Working in close coordination with Dean(s), Program Chairs, Activity Chairs and Faculty for timely procurement of needed knowledge/library resources; 27. Providing periodic training to users on utilizing the library resources efficiently and effectively; 28. Ensuring physical stock verification is carried out at least once in a year and reconciling the differences in a given time-frame; Bringing any irreconciled differences / discrepancies to the notice of higher authorities, immediately; 29. Coordinating with the Website / Intranet Management Teams and ensuring that the availability of library resources is portrayed up-to-date and accurately at all times; and made accessible seamlessly; 30. Assisting the reporting / senior authorities of the Institute in the discharge of their duties and responsibilities relating to the above functions and activities; 31. Carrying out any other task as may be assigned from time to time.
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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. Relaxation in upper age limit is applicable as per Gol rules.
- 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:

- 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, soon. The permanent campus is about 25 Km.s from the present (temporary/transit) campus. The selected candidate is required to work from either of the campuses as per the requirement of the Institute.
- 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 for the suitable position using the on-line application form available on the website (www.iimv.ac.in/careers) duly following the instructions contained thereon.
- (b) Candidates employed in Government or Government Organizations
 - i. 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. The letter of forwarding of application issued by the current organization or a self-declaration for submission of NOC at the time of interview should be uploaded in the relevant column in online application.
 - ii. However, if found eligible and shortlisted, they would be allowed take part in the selection process only on production of original letter of forwarding of application or No Objection Certificate issued by the current organization.
- (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 complete in all aspects and all the documents required in the on-line application should be uploaded. All information furnished MUST be supported by documentary evidence.
- (e) Incomplete, incorrect and sketchy applications, applications submitted in any other format 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) IIM Visakhapatnam is not responsible for any delay in submission of application due to any reason. The link for submission of online application shall be deactivated on closing date and time indicated.
- (h) Applications submitted in any other format will not be accepted.

- (i) Closing date & time for submission of online applications: 09-06-2023 17:00 Hrs
- (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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भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

Recruitment of Non-Teaching Staff on regular basis

No.: IIMV/HR/RECTT./NTS/01/2023 DATED 10-05-2023
Administrative Officers and Senior Library & Information Officer

No.: IIMV/HR/RECTT./NTS/02/2023 DATED 10-05-2023
Chief Administrative Officer (Academics & Programs)

Last date for submitting applications is 09/06/2023 17:00 Hrs
Please visit www.iimv.ac.in/careers for details and applying.

Senior Administrative Officer HR