



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/HR/RECTT./NTS/01/2022 DATED 30-04-2022

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

S.No. 1: Senior Superintendent (CDS & Alumni Relations)

S.No. 2: Senior Assistant Engineer (Electrical)

S.No. 1: Senior Superintendent (CDS & Alumni Relations)

1	Position	Senior Superintendent (CDS & Alumni Relations)
2	Department	Career Development Services, Alumni Relations, Media & Public Relations, Corporate Outreach, Business Development, Marketing etc.
3	Pay Level & Group	Pay Level: 7, Group B
4	No. of posts	01 (One)
5	Category	UR
6	Age Limit	Maximum 40 years
7	Educational Qualifications	Essential: Graduate Degree in any discipline Desirable: Diploma or Degree in Management
8	Work Experience	Essential Post-qualification Experience: <ul style="list-style-type: none">10 (Ten) years of experience in any higher educational institution in the areas of Career Development Services, Alumni Relations, Corporate outreach, Business Development <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none">5 years of experience in Pay Level 6 of 7th CPC in an Institution of National Importance or Central University in the areas of Career Development Services, Alumni Relations, Corporate outreach, Business Development. Preferred: <ul 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 etc)(3) Excellent communication skills (oral and written) and excellent inter-personal skills.
9	Job Description:	Duties & Responsibilities including, but not limited to the following: A. CDS/Placements (Summer Internships & Final Placements) <ul style="list-style-type: none">1. Explore and maximize employment opportunities for the Institute's graduates.2. Initiate, develop, foster and maintain linkages with current

		<p>and potential employers.</p> <ol style="list-style-type: none"> 3. Manage and deepen relationships with recruiters (government, business/industry and NGOs) and other external stakeholders. 4. Develop and maintain knowledge of the regional employment market and job opportunities for the students. 5. Engage actively with current and prospective recruiters and ensure their participation in the campus interviews, in large numbers. 6. Take full charge of, plan, organize, lead, coordinate, facilitate and ensure the smooth conduct of Summer Internship and Final Placement processes. 7. Enhance participation in nature and extent; year-on-year, of new recruiters in the placement process. 8. Ensure that the number of offers and salary packages received by the graduating students (as a cohort) are better than those of previous year and vis-à-vis the competition (especially IIMs). 9. Plan the business development activities on yearly, quarterly and monthly basis and review the implementation of the same. 10. Prepare and seek approvals for budgets for the CDS Office. 11. Facilitate and/or prepare Placements Charter and SOPs, update them every year as per need and seek approval of the Competent Authority. 12. Manage the operations smoothly, of the CDS Office. 13. Interact regularly with the students and student body representatives (incl. Placement Committee) to understand their career preferences, felt-needs (domain/skills related etc.). 14. Arrange for booster/bridge courses/sessions; and capacity - building sessions in system skills, soft skills and social skills, as needed, towards improving the employability of students. 15. Ensure successful conduct of capacity-building sessions by the internal / visiting faculty. 16. Handle the entire process of on-boarding and successful conduct of capacity-building sessions, by the chosen external agency (if any). 17. Facilitate conduct of career-counselling sessions, spread throughout the year. 18. Facilitate the students availing the help of Student Counsellor, as needed. 19. Maintain a database and update at regular intervals, of present and prospective recruiters, their coordinates and contact details. 20. Seek appointments and meet with decision-makers/decision-facilitators among recruiters and showcase the talent-pool of the Institute. 21. Develop and implement MIS for the Career Development Services.
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	<p>B. <u>Alumni Relations</u></p> <ol style="list-style-type: none"> 1. Initiate, develop, foster and maintain strong linkages with alumni. Work closely with the students and student body representatives (incl. Alumni Relations Committee). 2. Maintain a database and update at regular intervals, of alumni, as regards their coordinates and contact details, by keeping track of their career progression and changes in employment, positions and locations. 3. Manage and deepen relationships with alumni. 4. Engage with and encourage alumni for their participation in the Institute's events and activities. 5. Engage with and encourage alumni for their participation in campus interviews. 6. Maintain and keep alumni portal updated, at all times, with rich, relevant and contemporary content. 7. Coordinate with Chapters (when set up) and alumni for various activities and help them organize events and alumni meets at their respective Chapters/locations. 8. Prepare and seek approvals for budgets for the Alumni Relations Office. 9. Manage the operations smoothly, of the Alumni Relations Office. 10. Lead, facilitate and coordinate smooth conduct of alumni events, on or off campus. 11. Develop and implement MIS for the Alumni Relations Office. <p>C. <u>Media & Public Relations</u></p> <ol style="list-style-type: none"> 1. Facilitate and ensure print and social media channels are used effectively and responsibly as regards placement-promotion activities, student and alumni events, activities, achievements, news, announcements, fests, competitions etc.
	<p>D. <u>General</u></p> <ol style="list-style-type: none"> 1. Report to the CDS Chair; work as per his/her guidance, advice and instructions; and keep the CDS Chair fully updated of the progress of activities and achievements, on a day-to-day basis. 2. Keep the Dean (Academics & Research) updated of the activities and accomplishments at least once in a fortnight. 3. Work with the team(s) engaged in the above tasks and functions and assume responsibility for deliverables, in case the team is reporting is to you. 4. Demonstrate initiative, imagination, ideation and innovation; and Develop market/industry insights and show measurable improvement in the outputs and outcomes, year-on-year. 5. Maintain at all times, absolute confidentiality (non-disclosure) and high standards of ethics in all dealings of the CDS and Alumni Relations functions; and ensure at all times, non-conflict of interest. 6. Carry out any other task as may be assigned from time to time.

S. No 2. Senior Assistant Engineer (Electrical)

1	Position	Senior Assistant Engineer (Electrical)
2	Department	Building & Works, Estate, Engineering., Projects etc.
3	Pay Level & Group	Pay Level: 8 – Group B
4	No. of posts	01 (One)
5	Category	UR
6	Age Limit	Maximum 40 years
7	Educational Qualifications	Essential: BE / B. Tech in Electrical Engineering from a recognized University/Institution / Board Desirable: 33KV supervisory license issued by Competent Authority.
8	Work Experience	Essential Post-qualification Experience: 1. 12 (Twelve) years in any Government organization or a private organization of repute as Electrical Engineer dealing with activities mentioned in the Job Description. (OR) 2. 06 years in Pay Level 6 (or) 02 years in Pay Level 7 or equivalent in a Central Government Organization, Central Autonomous Body, Institution of National Importance, or PSUs in field/areas of Electrical Engineering dealing with activities mentioned in the Job Description. Desirable: 1. Supervisory experience in planning, directing, coordinating, and evaluating the campus / township / Industries / Institutes electrical field related development & maintenance is highly desirable. 2. Thorough hands-on experience in the use of MS Office. 3. Excellent communication skills (oral and written) and excellent inter-personal skills.
9	Job Description:	Duties & Responsibilities including, but not limited to the following: 1. To perform, supervise, and coordinate professional electrical engineering and mechanical works and all allied services in the campus. 2. Responsible for managing minor and major works/projects, and for supervising subordinate engineering staff performing several projects. 3. Operation & maintenance of 33KV substation, Transformers, DG sets, all kinds of Electrical Panels, Solar plant, Lifts, street lighting, Auditorium Lighting and HSD Yard. 4. Operation & maintenance of Chillers, AHU's, FCU's, PAC's, BMS and its associated pumps. 5. Operation & maintenance of STP, WTP and Fire Fighting system, Irrigation system and its associated pumps. 6. To upkeep of kitchen equipment, EPABX, Ambient Air Quality Monitoring (AAQ), Boom barriers and turnstiles. 7. To maintain and ensure upkeep of the campus infrastructure. 8. To maintain proper documentation related to operation & maintenance of all activities.

		<p>9. To monitor and ensure maintenance, repairs and replacements are carried out as per Annual Maintenance Contracts.</p> <p>10. Act as a Liaison between IIMV and APEPDCL, NREDCAP, AP Fire Department, PESO and CEA.</p> <p>11. To maintain the good stock inventory for electrical and mechanical consumables and all kinds of critical spare parts.</p> <p>12. Processing and certification of bills.</p> <p>13. Carry out any other task as may be assigned from time to time.</p>
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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 soon. 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 other-wise 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) Applications completely filled in along with all required document should be sent through post/courier to reach this office on or before the closing date and time mentioned.
- (c) Applications received after the closing date and time will be rejected. Institute is not responsible for delay in receiving applications for any reason thereof.
- (d) Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities, PSUs 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.
- (e) Amendments, corrigenda (if any), will be placed on the Institute website only. Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates.
- (f) 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.
- (g) Incomplete, incorrect and sketchy applications, applications submitted in any other format are liable to be rejected.
- (h) Completely filled-in application duly ink-signed along with all documents mentioned above, should be sent by Speed Post or Courier to the address given below, to reach the Institute latest **by 30-May-2022** (Monday), 1600 Hrs.

THE SENIOR ADMINISTRATIVE OFFICER-HR
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
ANDHRA BANK SCHOOL OF BUSINESS BUILDING
ANDHRA UNIVERSITY CAMPUS
VISAKHAPATNAM - 530 003
ANDHRA PRADESH

- (i) The envelope containing the application form should be labelled as: "ADVERTISEMENT NO. IIMV/HR/RECTT./NTS/01/2022 DATED 30-04-2022"
- (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.



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003
Andhra Pradesh, INDIA. Tel: +91 891 2824 444 | e-mail: info@iimv.ac.in

Advertisement Ref. No. IIMV/HR/ RECTT./ NTS/ 01/2022 DATED 30-04-2022

Application for the position of (please put tick mark (√)):

- Senior Superintendent (CDS & Alumni Relations) []
- Senior Assistant Engineer (Electrical) []

Instructions:

1. Please read very carefully the instructions given in the detailed advertisement (hosted on: <https://iimv.ac.in/careers>) and ensure you are eligible, before applying.
2. Please use the format given below only and provide complete data. No CV need be attached separately.
3. Applications submitted in any other format will be rejected.
4. Attach/submit only the self-attested photocopies of certificates as required in the advertisement/application. Originals SHOULD NOT be sent.

1. NAME (in CAPITAL letters, as per SSC/10 th class Certificate) _____		Affix recent, passport size colour photograph
2. Date of Birth (dd/mm/yyyy): _____ (Attach proof of DoB)		
3. Gender (Male/Female/Others): _____		
4. Category: SC [] / ST [] / NC-OBC [] / EWS [] / PWD [] / General [] a. Category MUST be tick marked (√). Otherwise, application will be rejected. b. Attach Caste/Category Certificate issued by Competent Authority (except General)		
5. Address and Contact Details		
A. Communication Address:	B. Permanent Address:	
_____	_____	
PIN:	PIN:	
Phone No. (Landline):	Phone No. (Landline):	

Phone No. (Mobile):	Phone No. (Mobile):
E-mail(1):	E-mail (2) optional:
6. Marital Status(Single/Married/Divorced etc): _____	

7. Details of educational qualifications (qualifications currently being pursued also to be mentioned):

Exam	Qualification Title	Subjects / Specialization (if any)	Institution/ University	Mode of Study [Full-time / Part time/ Distance]	Month & Year of Passing	Aggregate Marks / Percentage / CGPA/ Grade /Division
X Std.						
10+2 / Intermediate						
Diploma						
Graduation						
Post-Graduation						
Post-Graduate Diploma						
Others (Please specify)						

Please add additional rows if required

8. Work Experience Details:

A. Current employment details (if presently employed):

i. Name and address of the employer:

ii. Type of organization: Government/Private/Any other: _____

iii. Designation/position held: _____

iv. Period: From (DD/MM/YY): _____

v. Nature of employment (Regular/Contractual/others): _____

vi. Pay Scale/Pay Level: _____ Basic Pay: _____ Monthly Gross Pay Rs. _____

vii. Brief description of duties (attach separate sheet)

If currently employed in any Government organization, attach No Objection Certificate or self-declaration to submit NOC at the time of interview/test.

B. Previous work experience (in reverse chronological order ie. most recent one at the top):

Name and address of the Employer	Period		Duration		Employment Type (Regular / Contractual)	Designation	Pay Level and Monthly Salary in Rs.	Key Responsibilities (use <i>additional sheets, if required</i>)
	From mm/yy	To mm/yy	Years	Months				

(Add more rows if required)

Total Experience: _____ Years; _____ Months

Experience in Officer/Executive Level and above: _____ Years; _____ Months

(Experience must be in completed months and years is reckoned as on closing date of application)

9. Proficiency in Languages (other than English) : Please Write “YES” or “NO” as applicable

Language	Read	Write	Speak

10. Professional References (Not relatives) of three persons:

(References MUST be in positions higher than the position being applied for, by the candidate)

a. <Name, Designation, Organization, E-mail ID, Mobile No.>

b. <Name, Designation, Organization, E-mail ID, Mobile No.>

c. <Name, Designation, Organization, E-mail ID, Mobile No.>

11. Statement of Purpose: Please describe (on a separate sheet) in about 1000 words, why you wish to join IIM Visakhapatnam and how your qualifications & experience would be useful to the Institute in the post you are applying for.

12. Please describe (on a separate sheet) in 1000 words, your proposed contribution to the Institute in the next two years:

13. Please highlight in 500 words (on a separate sheet) your notable achievements in education and employment:

14. Please highlight in 500 words (on a separate sheet) awards, rewards, recognitions won (if any) and/or professional affiliations (if any) that you won in your academic or work career.

15. Declaration about Conduct and Character:

- a) I hereby declare that as on date, I have faced / have not faced^(*) in my educational and/or work career, disciplinary or penal action by authorities (including, but not limited to detention in any class, rustication, extension of probation, postponement of increment, demotion etc.)
- b) I hereby declare that as on date, I have faced / have not faced^(*) action by law-enforcement agencies in India or abroad.

(*) strike out the option not applicable.

If the answer to either of above is "have faced", full details must be furnished.

Declaration:

I hereby declare that all the statements and particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. I declare that no facts/information has been hidden or suppressed. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected forthwith and if I am already appointed, my services are liable to be terminated from the post, without any notice or compensation; and without prejudice to any other legal/penal action that the Institute may initiate against me, as deemed fit.

Date : _____ Signature of the applicant

Place: _____ Name of the applicant: _____

Checklist for submitting the application form, and list of documents to be attached

- | | |
|---|---------------|
| 1. Application form completely filled-in and photograph affixed | YES / NO |
| 2. Self-attested photocopy of certificate in proof of date of birth | YES / NO |
| 3. Self-attested photocopy certificate in proof of Category (wherever applicable) | YES / NO / NA |
| 4. Self-attested photocopies of all certificates in proof of Educational qualifications | YES/NO |
| 5. Self-attested photocopies of all certificates in proof of Work Experience | YES/NO |
| 6. No Objection Certificate/Declaration, as applicable | YES / NO / NA |
| 7. Statement of Purpose (refer item 11) | YES / NO |
| 8. Proposed contribution to the Institute (refer item 12) | YES / NO |
| 9. Notable achievements (refer item 13) | YES / NO |

10. Awards, rewards, recognitions (refer item 14)

YES / NO

11. Signature of applicant (on each page and in item 15)

YES / NO

NOTE:

- a. Applications without above documents shall be liable for rejection.
- b. Applications without applicant's signature on each page will be rejected.
- c. Only self-attested photocopies of certificates to be attached. Original documents SHOULD NOT be sent. Institute is not responsible for loss of any such document if sent.

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