



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/HR/RECTT./NTS/02/2022 DATED 03-09-2022

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

1. Accountant
2. Junior Superintendent

S. No. 1 Position	Accountant
No. of Posts	01 (One).
Category	Unreserved
Dept/Cadre	Finance, Accounts & Audit etc.
Pay Band, GP	Pay Level: 6 in 7 th CPC pay matrix; Group-B (6 th CPC - PB-2 with GP 4200)
Age Limit	Minimum: 26 Years; Maximum: 40 Years
Educational Qualifications	<u>Essential:</u> Graduation in Commerce. <u>Desirable:</u> Post Graduate Degree/Diploma in Commerce/Finance/Accounts Management or CA/CMA (inter/final).
Work Experience	<u>Essential:</u> 8 (Eight) Years of post-qualification experience in relevant areas mentioned in the job description below, in any government organization or private organization of repute. <u>Preferable:</u> Experience in Talley/ERP/PFMS/ accounting packages etc.
Job Description:	Assisting the Reporting Authority in the smooth and efficient handling of all the finance, accounting and audit related matters such as drawing and disbursements, investments, auditing, taxation, budgets, statutory and regulatory compliances, internal controls, risk management, vendor bill processing; entries in the accounting systems such as Tally; Public Fund Management System (PFMS); Enterprise Resource Planning (ERP) etc., maintain books of accounts, ledgers, registers, files and records, carry out reconciliation, physical stock verification, process payroll, prepare salary summary statements and salary slips.

S. No. 2 Position	Junior Superintendent
No. of Posts	03
Category	Unreserved
Dept/Cadre	Admissions / Academic programs Management / General Administration
Pay Band, GP	Pay Level: 6 in 7 th CPC pay matrix; Group-B (6 th CPC - PB-2 with GP 4200)
Age Limit	Minimum: 26 Years; Maximum: 40 Years
Educational Qualifications	<u>Essential:</u> Graduation in any discipline. <u>Desirable:</u> Post Graduate Degree/Diploma in Management.

Work Experience	<p><u>Essential:</u> 8 (Eight) Years of post-qualification experience in relevant areas mentioned in any one of the job descriptions below, in any Higher Educational Institute.</p> <p><u>Preferable:</u> Work experience in relevant areas CFTIs;</p>
Job Description:	<p><u>For Admissions Office:</u> Admissions calendar preparation; Budgeting; Vendor management; Application management and handling; Documentation for the offer process; Registration of the students to the programme; Handle RTI query related to admissions process; Providing data for other queries received from internal and external stakeholders; Travel and logistics arrangement for Faculty/Visiting Faculty; Assisting in conducting orientation programmes; Bills Processing/Maintenance of records, documentation, etc.; Assisting in examination activities; Interacting with and supporting students and faculty in Institute events; Coordinating with students and faculty for smooth management of admissions process; Updating admissions information on the Institute’s internet and intranet portals and furnishing related reports to the Reporting Authority; Supporting the Reporting Authority in day-to-day operations, in compliance with admissions requirements; Financial Aid/Scholarship processing; Assisting in the digitalization of admissions process; Gaining proficiency in and effectively leveraging the benefits of digital tools.</p> <p>Should be proficient in MS Excel with working knowledge of PYTHON/R/STATA.</p> <p><u>For Academic Programs Management Office:</u> Assisting the Reporting Authority in the smooth and efficient handling of all the academic program management related matters such as Academic Calendar preparation; Budgeting; Bidding; Term Registration; Class schedule preparation and maintenance; Examination management; Grade summary preparation; Result preparation; Marksheet Preparation; Course material/textbooks procurement; conducting orientation programmes; Bills Processing/Maintenance of records, documentation; Classroom management; organising the Conference/Events; Handling student feedback process and Management Information Systems etc.</p> <p><u>For General Administration department:</u> Assisting the Reporting Authority in smooth and efficient handling of all the general administrative functions such as procurement, stores & inventory management, vendor management and bills processing, hostel management. Should possess knowledge of GFRs, procurement of goods & services, and should be in a state to prepare and submit the proposals, agreements, contracts individually and be able to handle the activities of General Administration department under the supervision of the head of the Administration department.</p>

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. Relaxation in upper age limit is applicable for PwD/Ex-SM as per Government of India rules in this regard.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- b. The positions are 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 post 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 basis for fixed term, if their work experience and performance in the selection process 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. Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- c. 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.
- d. 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. The Institute reserves the right to recruit on a contractual basis, where deemed appropriate. In such cases, the Institute reserves the right to alter the terms and conditions as contained in this notification, as deemed appropriate.
- e. Candidates with relevant experience in Centrally Funded Technical Institutions will be given due consideration.
- f. Selection process includes a written/screening test followed by personal assessment/ interview at IIM Visakhapatnam only. No travel fares are reimbursed/paid for attending the written test.
- g. Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities, PSUs etc.) must forward a copy of the

application form submitted, through their current employer or produce a No Objection Certificate (NOC) at the time of interview. 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 written test/interview date.

- h. 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.
- i. 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 test/ interview or not selected for appointment.
- j. 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 submitted in other formats; CVs; incomplete applications etc., will be summarily rejected. No correspondence will be entertained in this regard.
- c. 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.
- d. Completely filled-in application duly ink-signed, along with self-attested photocopies of all required documents should be sent through post/courier to reach this office on or before the closing date and time mentioned. The envelope containing the application should be properly sealed and superscribed as "E.N No: IIMV/HR/RECTT./NTS/02/2022; Application for the position: _____".
- e. Applications received after the closing date and time will be rejected. Institute is not responsible for delay in receiving applications for any reason thereof.
- f. In case of applying for more than one position, separate applications should be submitted.
- g. Address to send the applications:

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

Note: Please do not send any original documents along with the application. Institute is not responsible for loss of any such originals sent through any means.

- h. **Closing date for submitting applications is 03-Oct-2022 (Monday), 1600 Hrs.**

oOo