



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement Ref. No. IIMV/HR/RECTT./Assistant/02/2023 dated 23-08-2023

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the position of **Assistant (Placement Office)** on fixed term contract basis for a period up to 2 years.

Name of the Post: Assistant

Department: Placement Office

Responsibilities

Including but not limited to :

Placements (Career Development Services)

- Identifying & following up with the companies for the final placements and internships placements
- Collecting the students' data and the institute's data from the respective stakeholders to prepare the institute's placement brochures and student profiling
- Maintaining the students' placements & internships data, and reports
- Arranging logistics for recruiters, students, and trainers and looking after their hospitality
- Keeping the expenditure bills and processing them for the payments within the timeline
- Collecting and recording the feedback from the students about the placement's training/workshop
- Coordinating with the external service providers/vendors for all the CDS activities
- Assisting the CDS & Alumni-In charge in all the CDS & Alumni activities

Alumni Relations:

- Maintaining the Alumni Office data
- Maintaining a database and updating alumni coordinates and contact details regularly by keeping track of their career progression and changes in employment, position, and location.
- Maintaining and updating the alumni portal updated at all times with rich, relevant and contemporary content
- Coordinate with chapters (when set up) and alumni for various activities and help them organize the events and alumni meets at their respective chapters/locations
- Collecting & recording the feedback and testimonials from the alumni
- Coordinating with the external service providers/vendors for all the Alumni activities

Qualifications:

Essential: 2 years Post Graduation/MBA in Marketing/Human Resources(HR) management with minimum 55% marks or equivalent CGPA.

Work Experience:

Essential: Minimum 2 (two) years of post-qualification experience in an educational institution in the areas mentioned in the job description

Preferable: Work experience in the relevant areas in Centrally Funded Technical Institutions.

Good knowledge and hands-on experience with MS Office (Word, Excel & PowerPoint).

A. Terms and Conditions:

1. **Number of positions:** As per the requirement of the Institute at the time of recruitment.
2. **Age:**
 - i. Not exceeding 30 Years as on the last date for submitting the application. Relaxation in upper age will be applicable as per Govt. of India rules.
 - ii. The Institute may also consider relaxation in upper age-limit in deserving cases.
3. **Consolidated Salary:**
 - i. Consolidated monthly pay Ranging from Rs. 25,000 to Rs. 50,000/- (Rupees fifty-thousand only) depending on the qualifications, experience, last pay drawn and performance in the selection process. Promising candidates with specific qualifications, experience and skills can be considered for a higher starting salary.
 - ii. No other allowances are applicable.
 - iii. Health Insurance coverage for the employee only, as per the Institute norms.
4. **Nature of Appointment:** Selected candidates will be offered a fixed-term appointment for a period of up to two years on a monthly consolidated pay. The contract may be extended based on the Institute's requirements, but the total tenure of the Assistant in the Institute will not exceed 4 (four) years.

B. General:

- a. All the educational qualifications acquired should be duly recognized in law.
- b. The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- c. The Institute encourages diversity in workplace and woman candidates are encouraged to apply.
- d. Mere fulfilment of qualifications and experience does not entitle an applicant 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. Age and experience would be reckoned as on the closing date of applications.
- f. Higher salary may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. **Place of posting:** The Institute is currently operating both from transit campus in Andhra University campus and permanent campus in Gabeeram village, Anandapuram Mandal, Andhra Pradesh. The appointee may be required to operate from either/both the campuses based on the requirements and may be required to travel between these two campuses for discharge of duties assigned, as frequently as needed.
- h. 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.

- i. The Institute will communicate only with short-listed candidates.
- j. No correspondence from applicants shall be entertained during the recruitment process.
- k. Canvassing in any form will lead to disqualification.
- l. Candidates in employment (Government, Public Sector or Private sector) must produce a proper relieving order/letter from their current employer at the time joining the Institute, failing which, they will not be permitted to join the service in the Institute.
- m. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- n. In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.
- o. Selection Process: The Screening Committee constituted by the Competent Authority shall conduct the screening of applications to shortlist the candidates. The Selection Committee constituted for this purpose shall conduct necessary process which may include a written test, personal interview and/or other types of assessment (online or physical mode) for selection of the suitable candidates.
- p. The Institute may create a pool of prospective candidates and may offer positions, based on the requirements at the time of recruitment as well as those arising in the future, from time to time.
- q. 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. No request or correspondence of any kind in this regard would be entertained.
- r. Institute also reserves the right to post/transfer the selected candidates to any other department/area/ division or assign additional duties any time during the service as per the requirement of the Institute and/or in public interest. The designation, role and responsibilities are liable to change accordingly. They can be changed or additional duties may be assigned by the Competent Authority, as per the work requirements of the Institute.
- s. The Institute may not 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.
- t. 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.
- u. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

C. How to apply:

1. Interested candidates are invited to apply using the on-line application form available on Institute's website (www.iimv.ac.in/careers). Applications submitted in any other format will not be accepted.

2. Candidates must read and understand the guidelines for filling online applications clearly, before starting to fill the application.
3. Candidates, after filling, uploading necessary documents and submitting the application shall get a confirmation email from the Institute indicating successful submission of the application.
4. All information furnished MUST be based on supporting documentation. Incomplete/ incorrect/sketchy applications are liable to be rejected.
5. Applications without photograph, signature and relevant documents uploaded shall be liable for rejection.
6. Physical copy of the application need NOT to be submitted.
7. The candidates shortlisted and called for next stage of recruitment process should submit the self-attested photocopies of all the certificates and documents in support of date of birth, category (wherever applicable), education and experience as uploaded at the time of submitting application and indicated in call letter, along with original certificates for verification. Failure in producing the certificates/documents as above will lead to disqualification of the candidature for further recruitment process.
8. Cut-off date for submitting the application in this recruitment cycle is **06-Sep-2023 (Wednesday) by 17:00 Hrs.**
9. Applications received after last date and time may be considered for next cycle.
10. The Institute is not responsible for any delay in submission of the application.

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