



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

Advt.No. IIM ASR/ Rectt. -01/2022/001

Date- 19.01.2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites applications from the eligible candidates for the post of **Admission Associate** on contract basis.

About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The institute has graduated four batches of MBAs with 100% placement with increasing compensation package year after year. The Institute is looking for enthusiastic staff members with a strong desire to institution building and to offer a world class services consistent with the tradition of IIMs. The permanent campus is under construction on a 61-acre land and should be ready to house the incoming batch of 2022. The temporary campus of the Institute is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance.

Job Title	Admission Associate
Number of Positions	One (1)
Age Limit	Below 30 years of age as on the last date of receiving the application
Position Type	Contractual: For a period of three years extendable on year-to-year basis, based on the satisfactory discharge of duties and depending upon the institute needs.
Essential Job Functions	<ul style="list-style-type: none">• Handle the admission process for MBA, MBA-BA, MBA-HR, EMBA, IMBA and other programs at IIM Amritsar.• Create the interview schedule for admissions to these programs from both the faculty and candidates' end.• Respond in a timely manner to queries from incoming aspirants.• Lead the document verification process for the documents submitted by incoming aspirants.• Facilitate the interviewers with conduct of interviews.• Maintain the records of admission applications, interviews, admission offers, withdrawals, and registrations.• Dispatch the offer letters.• Ensure the timely payment of application and registration fee.• Liaison with the IT and finance departments to reconcile the registration and fee payment data. <p>In addition, the individual will be required to take a lead in any admissions-related processes for the various programs from time to time, and may be asked to take</p>

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	over any other responsibilities assigned by the competent authority at IIM Amritsar.
Minimum Required Educational Qualifications and Experience	<p>Educational Requirements:</p> <p>Minimum Postgraduate degree in any discipline.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Relevant experience of working in the admissions office at any institute of national importance like IIMs, IITs and other centrally-funded institutions. <p>Desirable Skills:</p> <ul style="list-style-type: none"> • Experience of working on the admission process of an IIMs • Excellent communication skills. Advanced data analytics skills. • Ability to work with one of R/STATA/Python is preferred • Should be able to coordinate the process with the support of a large number of team members • Ability to work under pressure and strict timelines
Remuneration	Consolidated monthly remuneration based on qualifications and experience.
Other Conditions	The institution reserves the right to cancel the post if no suitable candidate is found.
Method of Selection	Interview

How to Apply:

1. Candidates are required to apply through online mode only at the official website of IIM Amritsar, i.e., <https://iimamritsar.ac.in/p/career-1>. The last date for submission of online applications is **02 February 2022 (1730hrs)** through payment gateway.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five-Hundred only)**. Please note female candidates are exempted to pay the application fee.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.250 (Rupees Two-Fifty only)**.
4. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the IIM Amritsar website on account of heavy load on

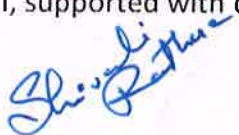
Shivaji Rathore

the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.

5. Institute does not accept any responsibility for the candidates not being able to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the control of the Institute.
6. After the successful submission of an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the interview.
7. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During verification of documents, if it is found that any information provided by the candidate in the application is wrong, his/ her candidature will be rejected instantly. The candidates should ensure that they have furnished correct information in the application form.

General Conditions:


1. A candidate applying for the above position must be a citizen of India.
2. The appointment is in the Indian Institute of Management Amritsar, which is an Institute of national importance established during the year 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date for receipt of the applications, i.e **02 February 2022 (1730hrs)**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the interview time if the applicant is called for the same.
5. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to a maximum of five or less.
6. The Institute reserves the right to devise its criteria for shortlisting the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.



7. The period of experience rendered by a candidate on a part-time basis, daily wages, etc. will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for interview.
8. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, the conduct of test/ examination/ interview, will be final and binding on the candidates.
9. The Institute shall entertain no interim correspondence or personal inquiries.
10. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
11. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
12. The age limit is relaxed for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
13. The Institute solely reserves the right to cancel or not to fill any/all the advertised positions without assigning any reason.
14. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
15. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the interview and the appointment. In case later on, if it is found at any point of time that any of the facts/ documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/ background and has suppressed the said information, then his/ her candidature shall stand cancelled and his/ her services may be terminated.
16. In case of any inadvertent mistake in the selection process, which may be detected at any stage even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
18. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.

Shivaji Raut

19. Correspondence, if any, from the Institute, including interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., iimamritsar.ac.in


19/01/2022
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