



# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology Building, Inside Govt. Polytechnic Campus  
Polytechnic Road, P. O. Chheharta, G.T. Road, Amritsar (Punjab) – 143105

Website: [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in), Phone: 0183 – 2820040

IIM ASR/Rectt.-03/2022/005

Date- 03 March 2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on a Contractual 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 five MBA batches with 100% placement and increasing compensation packages yearly. The permanent campus is under construction on a 61-acre land and should be ready to house the incoming batch of 2023. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a 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. Given the progression, the Institute is looking for candidates with a strong passion for institution-building on the following post.

<b>Job Title</b>	<b>Executive Assistant (Director's Office)</b>
<b>Number of Positions</b>	One (1) UR
<b>Age Limit</b>	Below 35 years of age as on closing date for receipt of the application.
<b>Position Type</b>	Contractual: For a period of three years extendable on a year-to-year basis, based on the satisfactory discharge of duties and the institute's needs.
<b>Essential Job Function</b>	<ul style="list-style-type: none"><li>• Assist the Manager (Director's office) in managing the calendar of the Director, schedule appointments, arrange travel plans, and provide other general administrative support to the manager (Director's Office) from time to time.</li><li>• Coordinating lodging and boarding of the Faculty, Sr. Executives, preparing agendas &amp; Minutes of meetings with staff and external parties, preparing expense reports as per institute's policies, etc.</li><li>• Assist the Manager in maintaining personnel files, service records of faculty members, and other senior executives reporting directly to the Director.</li><li>• Assisting in handling, storing and retrieving sensitive and confidential institutional records, documents, and reports.</li><li>• Research and analyze data and prepare presentations to the board of governors, ministries, various committees, and institutional leaders.</li></ul>



	<ul style="list-style-type: none"> <li>Coordinates arrangements for various meetings, including the Board of Governors.</li> <li>Takes notes of the discussion of meetings accurately, prepares the minutes of the meetings, and circulates and stores the minutes.</li> <li>Assist in preparing circulars, office orders, and other notifications from the Director's office and circulate them to the concerned individuals.</li> <li>Receive, review, prioritize and appropriately distribute the incoming correspondences (electronic and physical) addressed to the Director and take appropriate actions, as necessary.</li> <li>Familiarity with the IIM Acts/Rules &amp; Regulations, governance issues, etc.</li> <li>Other duties as assigned by the Director or designated authorities.</li> </ul>
<b>Minimum Required Educational Qualifications and Experience</b>	<p><b>Educational Qualifications:</b></p> <ul style="list-style-type: none"> <li>Post Graduate or MBA with at least 60% aggregate marks.</li> </ul> <p><b>Required Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>Excellent knowledge of MS Office Suite with a specific focus on MS Word, MS Excel, and MS PowerPoint.</li> <li>Ability to manage time efficiently and effectively.</li> <li>Ability to meet tight deadlines.</li> <li>Excellent written and oral communication skills.</li> </ul> <p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>Post qualifications <b>minimum 3 years</b> of work experience out of which minimum of <b>1-year relevant</b> experience in handling administrative work at the offices of the Director/Vice-Chancellor or Deans and various other related activities in centrally funded educational Institutions or Universities of Central Government, comparable private or public sector enterprise; or higher educational institutes, preferably in institutes of national repute such as IIMs/IITs/IISERs/NITs.</li> </ul>
<b>Other Conditions</b>	The institute reserves the right to cancel the post if none of the candidates is found suitable for the post.
<b>Remuneration</b>	Consolidated monthly remuneration based on qualifications and experience.
<b>Method of selection</b>	Interview

#### How to Apply:

- Candidates are required to apply online only at the official website of IIM Amritsar, i.e., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in). The last date for submission of online applications is **30 March 2022 (1730 hrs)**



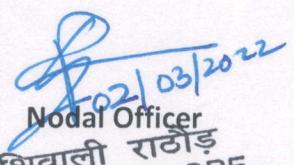
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five Hundred only)**. Please note that female applicants are exempted from paying the application fee.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PWD) are required to pay a non-refundable **application processing fee of Rs.250 (Rupees Two Hundred 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 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 submitting their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the Institute's control.
6. After successfully submitting 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 written test or interview.
7. The Institute will verify the information furnished by the candidates in their applications with 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, their candidature will be rejected instantly. The candidates should ensure that they have furnished the correct information in the application form.

#### **General Conditions:**

1. A candidate applying for the above position must be a citizen of India.
2. 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., **30 March 2022 (1730 hrs)**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
3. The documents will be verified with original testimonials at the written test or interview if the applicant is called for the same.
4. The prescribed educational qualification and experience are the minimum. Merely fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or less.
5. 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.
6. 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 the written test/ interview.

7. The Institute's decision 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.
8. The Institute shall entertain no interim correspondence or personal inquiries.
9. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for receiving applications.
10. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants must attach the requisite certificates.
11. The Institute solely reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
12. All the above positions require a 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
13. 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 written test/ 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 their candidature shall stand canceled, and their services may be terminated.
14. Addendum/ deletion/ corrigendum (if any) shall be posted only on the Institute's website.
15. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as disqualifying the post.
16. Correspondence, if any, from the Institute, including written test/ 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](http://iimamritsar.ac.in).
17. Please note **incomplete applications will be disqualified** from the competition.

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Shivali Rathore  
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