



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Advt. No. IIM ASR/Rectt. - 05/2022/010

Dated – 20 May 2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position.

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 permanent campus is under construction on 61-acre land and should be ready at the end of 2022. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diverse students and faculty from India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate(s) with a strong passion for institution building.

Job Title	Associate- Dean's and Doctoral office
Number of Positions	One (01) UR
Position Type	Contractual- Up to three years
Age limit	Not exceeding 32 years of age as on the closing date for receipt of the application.
Essential Job Functions	<ol style="list-style-type: none">1. Performs various secretarial, administrative, and public relations duties as assigned by the Dean's and Doctoral Office;2. Provides staff and office support for the dean, including screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate;3. Serves as a primary point of contact and liaison between the office, students, and external parties on a range of day-to-day basis;4. Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes and provides administrative support and follow-up on matters arising from meetings;5. Composes and prepares written documentation and correspondence for the Dean's and Doctoral office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.6. Schedules and coordinates dean's appointments and travel arrangements, Gathers, enters, and updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the Dean's and Doctoral office;7. Carries out and coordinates administrative activities associated with Doctoral Office, such as providing administrative support to the Doctoral program Chair and logistical support to The scholars;8. Assist the Doctoral Program Chair in liaison with department chairs and Ph.D. scholars and schedule/coordinate meetings with them;



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	<p>9. Coordinates and oversees the day-to-day management of supplies, equipment, and facilities, including maintenance, inventory management, logistics, and related activities as needed by the Doctoral and Dean's office;</p> <p>10. Coordinate multiple activities for the Doctoral office, including but not limited to the scheduling of activities for the annual academic planning calendar, the Institute's annual new Ph.D. Scholars' orientation and the organization of the annual reception of new scholars.</p> <p>Performs miscellaneous job-related duties as assigned by the competent authority.</p>
Minimum Required Educational Qualifications and Experience	<p>Educational Qualifications: Postgraduate with a minimum of 60%</p> <p>Work Experience: Minimum 3 years of relevant post-qualification experience in Academic Administration in an academic/research organization of national/international reputation. Candidates with relevant work experience in an educational institution such as IIMs/ IITs/ or Centrally Funded Educational Institutes are preferred.</p>
Other Conditions	<p>The institution reserves the right to fill the position on a lower level or cancel the post if none of the candidates is found suitable for the post.</p>
Remuneration	<p>1. Consolidated monthly remuneration based on qualifications and experience.</p> <p>2. Travel, if required, will be reimbursed according to institute norms.</p> <p>3. The position is contractual and does not carry any other allowances or benefits.</p> <p>The position is eligible for leave as per institute norms for contractual employees.</p>
Method of selection	<p>Interview</p>

How to apply:

1. Candidates are required to apply online only at the official website of IIM Amritsar, i.e., www.iimamritsar.ac.in. The last date for submission of online applications is **08 June 2022 (1730 hrs)**.
2. All candidates must pay a non-refundable **application processing fee of Rs.500 (Five Hundred only)**. Please note all female applicants are exempted from paying the application fee.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.250 (Rupees Two Hundred Fifty only)**.



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4. All those candidates applying for more than one post will have to apply and pay the fee for each category separately.
5. 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.
6. 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 Institute's control.
7. 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.
8. 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 the 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, an Institute of national importance established in 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., **08 June 2022 (1730 hrs)**.
4. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
5. The documents will be verified with original testimonials at the time of the written test/interview provided if the applicant is called for the same.
6. If a candidate is applying for more than one position, a separate application will be required to be filled in by the candidates with a separate fee.
7. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to five or less.
8. 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



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- the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
9. The period of experience rendered by a candidate part-time, daily wages, etc. will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written tests/ interview.
 10. 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, and the conduct of test/ examination/ interview, will be final and binding on the candidates.
 11. The Institute shall entertain no interim correspondence or personal inquiries.
 12. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer at the time of filling out an online application.
 13. 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.
 14. The crucial date for determining the age limit and other eligibility criteria shall be the closing date to receive applications.
 15. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
 16. The Institute solely reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
 17. All the above positions require 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
 18. 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 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 his/ her candidature shall stand canceled and his/ her services may be terminated.
 19. All appointments shall be subject to the satisfactory completion of the probation period. Further, 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.
 20. If any, addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
 21. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.



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22. 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


Nodal Officer

शिवाली राठौड़
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