



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No. IIM ASR/Rectt.-06/2022/016

Dated: July 07, 2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from the eligible candidates for the following position on a **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 five MBA batches with 100% placement and increasing compensation packages yearly. The permanent campus is under construction on a 61- acre 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. The Institute is looking for a candidate with a strong passion for institution building.

Job Title	1. Junior Associate / Associate – EMBA Office 2. Junior Associate / Associate – MBA Office
Number of Positions	Four (04), 02-UR & 02-OBC
Age Limit	Not exceeding 32 years of age as on closing date for receipt of the application.
Employment Type	Contractual
Essential Job Functions Jr. Associate/ Associate-EMBA Office	1. Junior Associate / Associate – EMBA Office a) Liaise with program participants and corporate nodal persons regarding programs offered by the department of Executive MBA (EMBA); b) Coordinate the arrangement of program launch and closure ceremonies, convocation, and graduation ceremonies, if applicable; c) Assists the faculty and the program participants by promptly addressing issues and concerns related to the program; d) Liaises with EMBA/MBA Program Office, Library, and IT for logistics and arrangements; e) Seeks inputs from the faculty for the study materials, obtains necessary approvals for the procurement and distribution of the materials on time; f) Collects, verifies, and maintains the credentials and documentation of the program participants in physical and electronic formats and resolves any discrepancies; g) Administers, processes, and tabulates course and program feedback from the participants; h) Creates and maintains grade books for the assigned courses; i) Evaluates minor assignments and projects of the program participants in the courses; j) Liaises with the hotel for accommodation, travel, transport, and other logistics for the program participants for the in-house programs;



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	<p>k) Prepares the classrooms (both offline and online), audio-visual equipment, computers, and seating arrangements, etc., for the Executive Education Programs;</p> <p>l) Assist the EMBA program manager in the procurement, printing, and distribution of certificates, notepads, pens, binders, etc., for the program participants on time and manages the inventory and accounting of the materials;</p> <p>m) Any other duty which may be assigned by the Chair of the other designated authorities.</p>
	<p>2. Junior Associate / Associate – MBA Office</p> <p>a) Overall administrative responsibility for all academic and operational activities, preparation of class schedules, uploading/configuring student details on the intranet portal;</p> <p>b) Attendance record: uploading/recording on Intranet or in excel, count of sessions, audit students, feedback conduction;</p> <p>c) Finance: fee collection, reconciliation/recording fee and registration details in excel, calculation of fine amounts, purchase indents, processing of honorarium, travel claims, bills or vouchers, calculation of budget, fee/security refund;</p> <p>d) Grades & Marks: Verifying marks/grades, DCP calculation, graduation requirements, handling student queries, etc.</p> <p>e) Preparation of Certificates: Bonafide, fee structure, transcripts, fee receipts, grade sheets, etc.;</p> <p>f) Preparation of Examination files: schedule, seating plans, invigilation duty, conduct, question paper printing, exam file preparation, etc.;</p> <p>g) Procurement of Study material: requirement calculation/procurement of books, cases, simulation, study material course pack, distribution, etc.;</p> <p>h) Coordinating for various MBA office events such as Induction and Convocation.</p> <p>i) Any other duty which may be assigned by the Chair of the other designated authorities.</p>
<p>Essential Job Functions Jr. Associate/ Associate-MBA Office</p>	
<p>Minimum Required Educational Qualifications/ Experience for Jr. Associate/ Associate-EMBA Office</p>	<p>a) Post Graduate with a minimum of 60%. Preferably a year of relevant experience in Central Government and/or Large Private or Public Sector Institutes; or in any IIM/IIT/IISc., or other Centrally Funded Educational Institution or University.</p> <p>b) Thorough knowledge of Microsoft Office Suite</p> <p>c) Good interpersonal skills.</p> <p>d) Excellent written and oral communication skills</p>
<p>Minimum Required Educational Qualifications/ Experience for Jr. Associate/ Associate-MBA Office</p>	<p>a) Post Graduate with a minimum of 60%. Preferably a year of relevant experience in an administrative/operational role in Central Government and/or large private or public sector institutes; or in any IIM/IIT/IISc., or other Centrally Funded Educational Institution or University.</p> <p>b) Thorough knowledge of Microsoft Office Suite</p> <p>c) Good interpersonal skills</p> <p>d) Excellent written and oral communication skills</p>



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Remuneration/ Other conditions	Consolidated monthly remunerations, based on qualification and experience. Other eligible benefits as per the institute's policy.
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 **21 July 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)**.
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. The candidate applying for **more than one (01) post** has to pay the application processing fee separately for each post.
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 control of the Institute.
7. 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.
8. 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, 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.



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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 **21 July 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.



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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.
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., www.iimamritsar.ac.in


Nodal Officer
शिवाली राठी
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