



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No.: IIM ASR/Rectt. - 07/2022/021

Date- 30.07.2022

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

About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Education with the support of the Government of Punjab. The Institute has graduated Six MBAs batches with 100% placement with increasing compensation package year after year. 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. The Institute is looking for a candidate with a strong passion for institution building.

Job Title	Jr. Associate/ Associate- Placements
Number of Positions	One (1)-UR
Age Limit	Below 32 years of age as on the last date of receiving the application
Position Type	Contractual: For a period of three years extendable on a year-to-year basis, based on the satisfactory discharge of duties and depending upon the Institute's needs.
Essential Job Functions	<ul style="list-style-type: none">• Assisting Placement Officer in driving tie-ups with top-notch companies. Identifying, engaging, and coordinating with corporate for internship and full-time placement opportunities.• Coordinating and managing the entire placement process for the companies recruiting from the Campus with the support of a student placement team.• Manage all student placement-related activities from Job posting, Applications, managing the Placement Automation System, the database of students, etc.• Connecting with Alumni for networking, feedback, advocacy, volunteerism, and student placement opportunities.• Maintaining a database of companies and establishing strategic links for campus recruitments.• Preparing annual placement reports, presentations, brochures, etc., in coordination with Student Placement Committee and vendors.• Responsible for building and establishing strong relationships with potential companies and maintaining relationships with existing companies for placement of Program students.



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	<ul style="list-style-type: none">To work in consultation with Management to foster Industry-Academia Interaction, including workshops, training, internship opportunities for students, and consulting assignments.Assisting Sr. Placement Officer in identifying the current industry gaps in placements and developing strategies to bridge these gaps.
Minimum Required Educational Qualifications and Experience	<p>Educational Requirements:</p> <p>Minimum Postgraduate (candidates having a diploma or certification in a computer program related to office management would be preferred).</p> <p>Experience:</p> <ul style="list-style-type: none">Relevant 1-2 years of experience working in the Placement Office at any institute of national importance like IIMs, IITs, and other centrally-funded institutes. <p>Desirable Skills:</p> <ul style="list-style-type: none">Excellent verbal and written communication skills in English and Hindi.Excellent active listening, communication skills, and excellent interpersonal skills.Proficient in the use of technology and social media.Ability to monitor and capitalize on emerging trends in different sectors
Remuneration	Consolidated monthly remuneration based on qualifications and experience.
Other Conditions	The institute reserves the right to cancel the post if no suitable candidate is found.
Method of Selection	Interview

How to Apply:

- 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 **15th August 2022 (1730hrs)** through the payment gateway.
- Candidates are required to pay a non-refundable **application processing fee of Rs.500/- (Rupees Five-Hundred only)**.
- 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. 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 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 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 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 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., **15th August 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 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 interviews to a maximum of five or less.
6. The Institute reserves the right to devise its criteria for shortlisting candidates for all advertised positions. 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 part-time, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates.



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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, and 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 must attach the requisite certificates.
13. The Institute 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 total 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 canceled 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 considered a disqualification for the post.
19. Correspondence, if any, from the Institute, including the interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. The candidate's sole responsibility is to provide the correct E-mail ID.
20. For updates, please keep visiting the Institute's website, i.e., iimamritsar.ac.in.

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