



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. -01/01/2021

Date- 12.01.2021

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites applications from the eligible candidates for the following position 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 three batches of MBAs with 100% placement with increasing compensation package year after year. The Institute is looking for faculty members with a strong passion to institution building offering a world class education 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	Program Executive
Number of Positions	One (1)
Age Limit	Not exceeding 30 years of age as on closing date for receipt of the application.
Position Type	Contractual
Essential Job Functions	<ol style="list-style-type: none">1. Overall administrative responsibility for all academic and operational activities.2. Preparation of Class schedules3. Uploading/configuring of student details on the intranet portal4. Attendance record: Uploading/recording on Intranet or in excel, count of sessions, audit students, feedback conduction5. 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 refund6. Grades & Marks: Verification of marks/grades, DCP calculation, graduation requirements, handling student queries etc.7. Preparation of Certificates: Bonafide, fee structure, transcripts, fee receipts, grade sheets etc.8. Preparation of Examination files: schedule, seating plans, invigilation duty, conduct, question paper printing, exam file preparation etc.9. Procurement of Study material: requirement calculation/procurement of books, cases, simulation, study material course pack, distribution etc.10. Coordinating for various MBA office events such as Induction and Convocation.

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Minimum Required Educational Qualifications and Experience	Minimum: Graduate preferably MBA Experience: After completing graduation, a minimum of three years of working experience in an administrative/operational role in an educational institution funded by the central government, preferably in an IIM/ IIT/ Centrally Funded Educational Institute.
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., www.iimamritsar.ac.in. The last date for submission of online applications is **26 January 2021 (1700hrs)** 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 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. If a candidate is applying for more than one position, a separate application will be required to be filled in by the candidates, along with a separate fee.
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 about the original documents during the Document Verification. During verification of documents, if it is found that any information provided by the

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11. 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.
12. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
13. 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.
14. The Institute solely reserves the right to cancel or not to fill any/all the advertised positions without assigning any reason.
15. 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.
16. 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.
17. 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.
18. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
19. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
20. 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.


Nodal Officer

शिवाली राठी
SHIVALI RATHORE
नोडल अधिकारी/Nodal Officer
भारतीय प्रबन्ध संस्थान अमृतसर
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