



# भारतीय प्रबंध संस्थान अमृतसर

## INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

IIM ASR/Rectt. -12/2022/026

Date – 10 December 2022

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from eligible candidates for engaging on a contractual 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.

<b>Job Title</b>	Associate – MBA Office
<b>Number of Positions</b>	05
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 32 years of age as on the closing date for receipt of the application. The Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>➤ Overall administrative responsibility for all academic and operational activities, preparation of class schedules, uploading/configuring student details on the intranet portal;</li><li>➤ Attendance record: uploading/recording on Intranet or in excel, count of sessions, audit students, feedback conduction;</li><li>➤ 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 refunds;</li><li>➤ Grades &amp; Marks: Verifying marks/grades, DCP calculation, graduation requirements, handling student queries, etc.;</li><li>➤ Preparation of Certificates: Bonafide, fee structure, transcripts, fee receipts, grade sheets, etc.;</li><li>➤ Preparation of Examination files: schedule, seating plans, invigilation duty, conduct, question paper printing, exam file preparation, etc.;</li><li>➤ Procurement of Study material: requirement calculation/procurement of books, cases, simulation, study material course pack, distribution,</li></ul>

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छिहरता, जी.टी. रोड अमृतसर - 143105,

वेबसाइट: [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in), दूरभाष : 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,

Website: [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in), Ph. No. 0183-2820040

	<p>etc.;</p> <ul style="list-style-type: none"> <li>➤ Coordinating for various MBA office events such as Induction and Convocation.</li> </ul> <p>Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</p>
<b>Minimum Required Educational Qualifications and Experience</b>	<p><b>Educational Qualifications:</b> Post Graduate/MBA from an accredited university with a minimum of 60%.</p> <p><b>Work Experience:</b> Preferably one year of relevant experience in an administrative/operational role in Central Government and/or large private or public sector institutes; or in any institute of national importance such as IIM/IIT/IISc., or other Centrally Funded Educational Institute /University.</p> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• The candidate should have remarkable interpersonal skills and multi-tasking abilities with excellent communication skills (both written &amp; verbal).</li> <li>• In-depth knowledge of MS Office (Excel, Access, Word, PowerPoint) and other computer-related tasks is essential.</li> </ul>
<b>Other Conditions</b>	The Institute reserves the right not to fill up any or all advertised posts or cancel the advertisement in whole or in part without assigning any reason, and the decision of the Institute in this regard shall be final.
<b>Remuneration</b>	Consolidated monthly remuneration, based on qualification and experience, and other eligible benefits as per the institute's policy.
<b>Method of Selection</b>	Interview

### How to Apply:

1. Candidates are required to apply online 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 **31 December 2022 (11:55 PM)**.
2. All candidates must pay a non-refundable **application processing fee of Rs.500 (Five Hundred only)**. Please note that 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-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 being unable 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.
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 by the institute committee or at the time of the interview.
7. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the 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 requirements of the post and other conditions stipulated in the advertisement as of the closing date for receipt of the applications, i.e., **31 December 2022 (11:55 PM)**. 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 time of the interview if the applicant is called for the same.
  5. If a candidate is applying for more than one position, a separate application must be filled in by the candidate, along with a separate fee.
  6. 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 a maximum of five or fewer.
  7. 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.
  8. 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.
  9. 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.
  10. The Institute shall entertain no interim correspondence or personal inquiries.
  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 must attach the requisite certificates.
  14. The Institute reserves the right to cancel or not 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

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- the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.
17. 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.
  18. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
  19. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
  20. We will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. **E-mails/Calls asking for status updates will not be entertained.**
  21. 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., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in).

  
**Nodal Officer**  
शिवाली राठौर  
SHIVALI RATHORE  
नोडल अधिकारी/Nodal Officer  
भारतीय प्रबंध संस्थान अमृतसर  
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