



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No. IIM ASR/Rectt. - 04/2023/Rect-1/006

Dated – 29 April 2023

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from eligible candidates for engaging on a regular or 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 Seven MBAs batches with 100% placement with increasing compensation package year after year. The permanent campus is under construction on 61-acre land and should be ready to house the incoming batch of 2024. 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 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.

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| Job Title | Jr. Manager - Dean's and Doctoral office |
| Number of Positions | One (01) UR |
| Position Type | Regular or Contractual |
| Age limit | Not exceeding 35 years of age as on the closing date for receipt of the application. The Institute provides age relaxation as per GOI rules. |
| Essential Job Functions | <ul style="list-style-type: none">➤ Performs various secretarial, administrative, and public relations duties as assigned by the Dean's and Doctoral Office;➤ 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;➤ Serves as a primary point of contact and liaison between the office, students, and external parties on a range of day-to-day basis;➤ 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;➤ 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.➤ 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;➤ 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;➤ Assist the Doctoral Program Chair in liaison with department chairs and Ph.D. scholars and schedule/coordinate meetings with them; |



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| | <ul style="list-style-type: none">➤ 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;➤ 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>Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</p> |
| Minimum Required Educational Qualifications and Experience | <p>Educational Qualifications: Post Graduate/MBA from an accredited university with a minimum of 60%.</p> <p>Work Experience: Post qualification four years 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>Knowledge and Skills:</p> <ul style="list-style-type: none">• The candidate should have remarkable interpersonal skills and multi-tasking abilities with excellent communication skills (both written & spoken).• In-depth knowledge of MS Office (Excel, Access, Word, PowerPoint) and other computer-related tasks is essential. |
| Remuneration and other conditions | <ol style="list-style-type: none">1. The selected candidate will be offered a regular appointment at Pay Level 6 as per the 7th CPC (Basic, HRA, DA, TA, and DA on TA) and other eligible benefits.2. On contract, monthly remuneration is consolidated based on qualification, experience, and other eligible benefits per the Institute's policy.3. The institution reserves the right to fill the post at a lower pay level, on a contractual basis, or cancel the post if none of the candidates are found suitable for the regular post. |
| Method of selection | Written test and Interview |

How to Apply:

1. Candidates must apply online 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 **18 May 2023 (11:55 PM)** through the payment gateway.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five-Hundred Only)**.



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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)**.
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 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., **18 May 2023**. 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 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 the written test or Interview. The Institute reserves the right to restrict the number of candidates for Interview to a maximum of five or fewer.



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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. IIM Amritsar reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
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 Interview.
9. 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.
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, for 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 relaxed 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 to fill any/all the advertised positions without assigning any reason.
15. 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.
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 in 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.



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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 the interview call letters 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

SHIVALI RATHORE
नोडल अधिकारी/Nodal Officer

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