भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Adv. No.IIM ASR/Rectt. - 07/2023/Rect-4/019   **Date- 18 July 2023**

Indian Institute of Management Amritsar [http://iimamritsar.ac.in] invites online applications from eligible candidates to engage 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.

Job Title	Sr. Manager- Programs
Number of Positions	One (01) UR
Age Limit	Not exceeding 45 years of age as on the closing date for receipt of the application. The Institute provides age relaxation as per GOI rules.
Position Type	Regular or Contractual
Essential Job Functions	a) Coordinating Academic Calendar with other academic activities during the academic year and preparing elective term-wise course schedule well in time. b) Coordinate with the instructors and provide them with the details of the class mix (attendance, profile, etc.) and class schedule. c) Oversee the examinations, conduct the quizzes smoothly, and arrange the question paper and rollout. d) Coordinate with the concerned departments (Audio/Visual Dept, Housekeeping Office, Accounts, etc.) for their day-to-day support for the smooth functioning of the program. e) Arrange the electives registration/bidding, and ensure the term-wise academic requirements for course credit and electives opted by each student. f) Ensuring the timely distribution of term-wise books and study material. g) Ensuring term-wise course grades are distributed to each student and the grade sheet at the end of the year. h) Ensuring the classroom setup and upgrading it for hi-tech tools usage. i) Ensuring proper analysis and compilation of the feedback for circulation for each course/subject at the end of the term. j) Coordinate with visiting faculty members for (travel, classes, payments, etc.) and ensure the smooth functioning of programs and teaching at the Institute.

	k) Coordinate meetings (MBA PC, CBRC, etc.) as and when required. Overall academic administration of the program office includes interaction with the students to resolve their day-to-day issues. l) Work closely with the MBA Program Chairperson, Dean Academic program, etc., and provide information about policies and norms. Maintain the updated Manual, and adhere to it for the day-to-day administration and decision-making. m) The Manager must have excellent command over verbal and written English. Knowledge of Hindi can be a plus point. n) Supervising and grooming the department associates into the program's interests and the Institute. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.
Minimum Required Educational Qualifications /Experience and others	**Educational Qualifications**: Masters/Postgraduate in a business-related field preferred with a minimum of 60%. **Work Experience**: Post qualifications total Ten years of work experience, out of which a minimum of Five years relevant experience in handling academic administration activities and various other related activities in centrally funded educational Institutions or Universities of Central Government and/or large private or public sector enterprises; or higher educational institutes, preferably in institutes of national repute such as IIMs/IITs/IISERs/NITs. **Knowledge and Skills**: 1. Good knowledge of MS Office (Excel, Access, Word, PowerPoint) and other computer-related tasks is essential. 2. The candidate should have good communication skills (both written & verbal), interpersonal skills, and multi-tasking abilities.
Remuneration and other conditions	1. The selected candidate will be offered a **regular** appointment at **Pay Level 10** 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 as 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	Interview

How to Apply:

1. Candidates are required to apply online at the official website of IIM Amritsar, i.e., www.iimamritsar.ac.in. The last date for submission of online applications is **18 August 2023 (11:55 PM).**

2. All candidates must pay a non-refundable **application processing fee of Rs.1000 (Rupees Thousand 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.500 (Rupees Five Hundred 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 post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications, i.e., **18 August 2023 (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.

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PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

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. 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 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.

9. 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.

10. 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.

11. The Institute shall entertain no interim correspondence or personal inquiries.

12. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.

13. 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.

14. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.

15. 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.

16. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.

17. 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.

18. 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 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

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the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.

19. 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.

20. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.

21. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.

22. 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.**

23. 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.

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Sd/-
Nodal Officer