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Date: 16/08/2025

The Indian Institute of Management Amritsar is an Institute of National Importance and the 15th IIM set up by the Ministry of Education (earlier Ministry of Human Resource Development) located in Amritsar, Punjab, India, invites online applications from eligible Indian citizens for the following Non-Teaching Positions on contractual basis:

Post Code	Department	Position	Equivalent Pay Level	No. of Vacancy	Maximum Age**	Annexure for further details
C-101	Corporate Relation (Placement)	Senior Associate – Corporate Relations	Pay Level – 05*	1	38 Year	<a href="#">Annexure - A</a>
C-102	Executive MBA (EMBA)	Senior Associate - EMBA	Pay Level – 05*	1	38 Year	<a href="#">Annexure - B</a>
C-103		Junior Associate - EMBA	Pay Level – 03*	1	35 Year	<a href="#">Annexure – C</a>
C-104	Estate & Maintenance	Junior Associate - Estate Office	Pay Level – 03*	2	35 Year	<a href="#">Annexure – D</a>
C-105	MBA (PGP Office)	Associate - Programs	Pay Level – 04*	1	35 Year	<a href="#">Annexure – E</a>
C-106	Accreditation & Ranking	Senior Associate - Accreditation & Ranking	Pay Level – 05*	1	38 Year	<a href="#">Annexure – F</a>
C-107	Computer Centre	Associate - Application Development	Pay Level – 04*	1	35 Year	<a href="#">Annexure – G</a>
C-108		Junior Programmer	Pay Level – 04*	1	35 Year	<a href="#">Annexure – H</a>
C-109	Media & Public Relation	Junior Manager - Digital Marketing	Pay Level – 06*	1	42 Year	<a href="#">Annexure – I</a>
C-110		Junior Associate - Media & Public Relation	Pay Level – 03*	1	35 Year	<a href="#">Annexure – J</a>
C-111	International Relation	Deputy Manager - International Relation	Pay Level – 08*	1	45 Year	<a href="#">Annexure – K</a>
C-112	Administration	Junior Associate - Administration	Pay Level – 03*	1	35 Year	<a href="#">Annexure – L</a>
C-113	Human Resources	Junior Associate - Human Resources	Pay Level – 03*	1	35 Year	<a href="#">Annexure – M</a>
C-114	Purchase	Junior Associate - Purchase	Pay Level – 03*	1	35 Year	<a href="#">Annexure – N</a>
C-115	CAO Office	Junior Associate - CAO Office	Pay Level – 03*	1	35 Year	<a href="#">Annexure – O</a>
C-116	Finance & Accounts	Assistant Manager - Finance & Accounts	Pay Level – 07*	1	42 Year	<a href="#">Annexure – P</a>
C-117		Deputy Manager - Finance & Accounts	Pay Level – 08*	1	45 Year	<a href="#">Annexure – Q</a>
C-118	MSDSM Office	Junior Manager - MSDSM	Pay Level – 06*	1	42 Year	<a href="#">Annexure – R</a>
C-119	Central Library	Library Information Assistant	Pay Level – 05*	2	38 Year	<a href="#">Annexure – S</a>
C-120		Library Professional Trainees	Consolidated Stipend between Rs. 25,000/- to 30,000/-	2	28 Years	<a href="#">Annexure – T</a>

\* The selected candidate will receive a consolidated monthly remuneration equivalent to the corresponding Pay Level, along with other benefits as per the Institute's policy.

\*\* The position is open for all category and age relaxation will provide as per GoI norms.

**General Instructions**

***Please read all the instructions carefully before filling out the application form.***

- a) The contract is initially for one year and can be extended up to a maximum period of three years on year-to-year basis as per the Institute requirements and candidate performance.
- b) A candidate applying for the above position must be a citizen of India.
- c) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy their suitability for the position to which they are applying.
- d) If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false, incomplete, or incorrect information, their candidature will be rejected/canceled/terminated immediately. The Institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at a later date.
- e) Applicants should take due care while filing online information for different positions. Application, once submitted online, cannot be altered/resubmitted under any circumstances. Further, no request with respect to making changes in any data/ particular will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling out the application online.
- f) Merely fulfilling minimum eligibility criteria does not entail a call for written test/interview for the selection. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call any applicant for selection test or to leave the position unfilled through this round of selection process without assigning any reason. The Institute reserves the right to restrict the number of candidates for Interviews to a maximum of five or fewer.
- g) The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience, and other such parameters) for screening and shortlisting the applications of applicants to be called for Written Test(s)/interview (wherever applicable). The minimum qualifying marks for the Written Test /Interview will be as per the standard fixed by the Institute at its discretion.
- h) Age relaxation for candidates belonging to SC/ST/OBC/PwD category shall be applicable as per norms of Govt. of India. The age limit is relaxed as per existing rules for which applicants must attach the requisite certificate, as per norms.
- i) For availing the benefits of Other Backward Classes/ Economically Weaker Section, the candidates are required to produce the latest OBC non-creamy layer certificate/ Income and Asset certificate on the prescribed proforma as prescribed by the Government of India.
- j) Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under the Government of India instructions are encouraged to apply.
- k) The number of vacancies indicated in the notification is tentative. Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, Institute also reserves the right NOT to fill any of the post advertised without assigning any reason.
- l) 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.
- m) While filling the application form, candidates have to upload their education certificate, experience certificate with latest salary slip (if any) and other certificates with clear visibility. If such certificates are found missing or illegible, their candidature will be summarily rejected and no communication will be made/entertained in this regard.
- n) 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 and/or any time during service, 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.

- o) Canvassing in any form and / or bringing any influence, political or otherwise, will definitely be treated as a disqualification for the post applied for.
- p) Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Amritsar, Punjab.

**Instruction for Application Submission**

- a) **The candidates are required to apply ONLINE only from 16<sup>th</sup> August 2025 to 05<sup>th</sup> September 2025 up to 05:30 PM.**
- b) For submission of application through ONLINE MODE, please visit: <https://iimamritsar.ac.in/p/career-1>
- c) The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of the application.
- d) **All candidates are required to pay a non-refundable application processing fee of Rs. 500/- (Five Hundred Only) for UR/EWS/OBC and Rs. 250 (Rupees Two Hundred and Fifty Only) for SC/ST/PwD/Women.**
- e) 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.
- f) Candidates who desire to apply for more than one post should apply online separately and submit the fee for each post.
- g) Incomplete applications will be summarily rejected, applications received after the last date shall not be entertained, and the Institute will not be responsible for any delay.
- h) Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- i) 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 written test/ Interview.
- j) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only.

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

**For any query related to above, kindly contact on [recruitment@iimamritsar.ac.in](mailto:recruitment@iimamritsar.ac.in) .**

For further details regarding the minimum eligibility criteria, application process and to apply online, please visit the Institute website <https://iimamritsar.ac.in/p/career-1> and Annexures.

<b>Position</b>	<b>Senior Associate – Corporate Relations</b>
<b>Department</b>	Corporate Relation (Placement) Office
<b>Number of Positions</b>	One (1)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 38 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li><b>Operational Support to Senior Manager:</b> <ul style="list-style-type: none"> <li>Assist the Senior Manager – Corporate Relations in executing placement and internship-related activities.</li> <li>Provide administrative and logistical support for placement events, campus recruitment, and corporate visits.</li> </ul> </li> <li><b>Student Coordination:</b> <ul style="list-style-type: none"> <li>Act as a liaison between the Placement Office and students across programs (MBA, MBA-BA, MBA-HR, PhD).</li> <li>Coordinate with the student placement committee for resume verification, interview scheduling, and pre-placement preparations.</li> </ul> </li> <li><b>Company Engagement:</b> <ul style="list-style-type: none"> <li>Communicate with recruiters for scheduling interviews, follow-ups, and confirmations.</li> <li>Manage pre-placement talk (PPT) logistics including online/offline setup, communication materials, and hospitality arrangements.</li> </ul> </li> <li><b>Data Management:</b> <ul style="list-style-type: none"> <li>Maintain updated records of student placement data, recruiter databases, job descriptions, and internship offers.</li> <li>Assist in the preparation of placement brochures, reports, and dashboards.</li> </ul> </li> <li><b>Event Coordination:</b> <ul style="list-style-type: none"> <li>Support the planning and execution of key placement events such as Placement Week, Industry Conclaves, Leadership Talks, and Alumni Panels.</li> <li>Coordinate logistics for interview processes, group discussions, and company presentations (online and on-campus).</li> </ul> </li> <li><b>Communication &amp; Documentation:</b> <ul style="list-style-type: none"> <li>Draft official emails, follow-ups, and thank-you communications to recruiters and stakeholders.</li> <li>Maintain documentation for all placement-related activities including offers, feedback, and correspondence.</li> </ul> </li> <li><b>System &amp; Portal Management:</b> <ul style="list-style-type: none"> <li>Operate and update the placement management system (PMS) or relevant ERP modules used for placement coordination.</li> <li>Assist students and recruiters in navigating the placement portal.</li> </ul> </li> <li><b>Compliance &amp; Confidentiality:</b> <ul style="list-style-type: none"> <li>Ensure the accuracy, consistency, and confidentiality of all student and recruiter data.</li> <li>Adhere to placement policies and ensure transparency in all processes.</li> </ul> </li> <li><b>Feedback &amp; Reporting:</b> <ul style="list-style-type: none"> <li>Collect feedback from recruiters and students post-placement/internship drives.</li> <li>Assist in generating reports for internal analysis and accreditation purposes.</li> </ul> </li> </ol> <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 Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>Any Graduate degree from an UGC/AICTE recognized university/ Institute with a minimum of 60% with Post qualification 02 years of relevant experience.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Two year postgraduate degree in any discipline from an UGC/AICTE recognized university/ Institute with a minimum of 60% and one year of relevant experience.</p>

	<b>2. Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written & verbal), interpersonal skills, and multi-tasking abilities.
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 05 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test



**Annexure – B**

<b>Position</b>	<b>Senior Associate – EMBA</b>
<b>Department</b>	Executive MBA (EMBA) Office
<b>Number of Positions</b>	One (1)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 38 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist in the day-to-day administration and operations of the Executive MBA program.</li> <li>2. Coordinate with faculty, visiting instructors, and industry experts for course scheduling, content delivery, and class logistics.</li> <li>3. Support participants by addressing queries, sharing academic schedules, and facilitating timely communication of academic and administrative information.</li> <li>4. Coordinate weekend class logistics, including classroom arrangements, online platforms, attendance, and material distribution.</li> <li>5. Maintain accurate academic records, attendance logs, grade sheets, and program documentation.</li> <li>6. Facilitate mid-term and end-term examinations, evaluations, and grade processing in coordination with faculty and academic office.</li> <li>7. Assist in organizing academic events, industry interactions, immersion modules, and guest lectures for the EMBA participants.</li> <li>8. Support marketing, outreach, and admission processes, including handling candidate communication, organizing admission events, and coordinating selection processes.</li> <li>9. Maintain participant databases, generate reports, and support the preparation of program documentation and compliance records.</li> <li>10. Provide operational support during convocation, alumni events, and executive education initiatives.</li> <li>11. Assist Deputy Manager – EMBA and Chairperson for the execution of programs.</li> <li>12. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from an UGC/AICTE recognized university/ Institute with a minimum of 60% with Post qualification 02 years of relevent experience.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Two year postgraduate degree in any discipline from an UGC/AICTE recognized university/ Institute with a minimum of 60% and one year of relevent experience.</p> <ol style="list-style-type: none"> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 05 and other benefits as per the institute’s policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test



**Annexure – C**

<b>Position</b>	<b>Junior Associate - EMBA</b>
<b>Department</b>	Executive MBA (EMBA) Office
<b>Number of Positions</b>	One (1)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 35 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist in the day-to-day administration and operations of the Executive MBA program.</li> <li>2. Coordinate with faculty, visiting instructors, and industry experts for course scheduling, content delivery, and class logistics.</li> <li>3. Support participants by addressing queries, sharing academic schedules, and facilitating timely communication of academic and administrative information.</li> <li>4. Coordinate weekend class logistics, including classroom arrangements, online platforms, attendance, and material distribution.</li> <li>5. Maintain accurate academic records, attendance logs, grade sheets, and program documentation.</li> <li>6. Facilitate mid-term and end-term examinations, evaluations, and grade processing in coordination with faculty and academic office.</li> <li>7. Assist in organizing academic events, industry interactions, immersion modules, and guest lectures for the EMBA participants.</li> <li>8. Support marketing, outreach, and admission processes, including handling candidate communication, organizing admission events, and coordinating selection processes.</li> <li>9. Maintain participant databases, generate reports, and support the preparation of program documentation and compliance records.</li> <li>10. Provide operational support during convocation, alumni events, and executive education initiatives.</li> <li>11. Assist Deputy Manager – EMBA and Chairperson for the execution of programs.</li> <li>12. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure – D**

<b>Position</b>	<i>Junior Associate – Estate Office</i>
<b>Department</b>	Estate & Maintenance Office
<b>Number of Positions</b>	Two (2)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 35 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist Supervisor &amp; HoD in day to day operation of Estate &amp; Maintenance Office.</li> <li>2. Perform administrative work, including scheduling and sorting mail for the department.</li> <li>3. Maintain/Prepare/Update complain records and documentation time to time.</li> <li>4. Assist officer &amp; supervisor of estate/engineering department in reviewing the contractor's construction schedule during the progress of the site works regarding MEP services.</li> <li>5. Undertake general project site observation/inspection of the Institute premises.</li> <li>6. Monitor and promote health and safety on the sites. Record and report any breaches to the Sr. Manager- MEP /Estate Manager.</li> <li>7. Ensure that MEP Subcontractors provide relevant Quality documentation/records and adhere to compliance.</li> <li>8. Assist in the scope review, budgeting, and justification of MEP change work order.</li> <li>9. Ensure Safety measures, as suggested, are adhered to during work.</li> <li>10. Ensure the material used is as per approved and specifications as per instructions.</li> <li>11. Coordinate and administration of MEP-related materials and systems. Maintain a list of site issues and ensure closure.</li> <li>12. Liaise with MEP- Project Engineers and Estate Manager, Inspectors, relevant staff, and department.</li> <li>13. Maintain files with confidentiality in an easily accessible format.</li> <li>14. Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general departmental operations.</li> <li>15. Liaise with departments, faculty, and administration regarding infrastructure-related needs and feedback.</li> <li>16. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. B.E/B.Tech degree in Civil/Electrical from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Three year polytechnic diploma in Civil/Electrical from an UGC/AICTE recognized university/ Institute with a minimum of 60% and Two year of relevant experience.</p> <ol style="list-style-type: none"> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test



**Annexure – E**

<b>Position</b>	<i>Associate – Programs</i>
<b>Department</b>	MBA (PGP) Office
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 35 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist Supervisor &amp; HoD in day to day operation of MBA Office.</li> <li>2. Perform administrative work, including scheduling and sorting mail for the department.</li> <li>3. Maintain/Prepare/Update complain records and documentation time to time.</li> <li>4. Overall administrative responsibility for all academic programs and operational activities, preparation of class schedules, uploading/configuring student details on the intranet portal;</li> <li>5. Attendance record: uploading/recording on Intranet or in excel, count of sessions, audit students, feedback conduction;</li> <li>6. 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 refund;</li> <li>7. Grades &amp; Marks: Verifying marks/grades, DCP calculation, graduation requirements, handling student queries, etc.</li> <li>8. Preparation of Certificates: Bonafide, fee structure, transcripts, fee receipts, grade sheets, etc.;</li> <li>9. Preparation of Examination files: schedule, seating plans, invigilation duty, conduct, question paper printing, exam file preparation, etc.;</li> <li>10. Procurement of Study material: requirement calculation/procurement of books, cases, simulation, study material course pack, distribution, etc.;</li> <li>11. Coordinating with various program offices for events such as Induction and Convocation.</li> <li>12. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from an UGC/AICTE recognized university/Institute with a minimum of 60% with Post qualification 01 years of relevent experience.</li> </ol> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Two year postgraduate degree in any discipline from an UGC/AICTE recognized university/ Institute with a minimum of 60%. Preference will be given to candidates with at least one year of relevant experience.</p> <ol style="list-style-type: none"> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 04 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - F**

<b>Position</b>	<i>Senior Associate – Accreditation &amp; Ranking</i>
<b>Department</b>	Accreditation & Ranking Office
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 38 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li><b>Accreditation Support:</b> Assist the Senior Manager in preparing documentation for accreditation bodies (AACSB, AMBA, etc.), ensuring the timely and accurate submission of required reports and adherence to accreditation standards.</li> <li><b>National &amp; International Rankings:</b> Provide support in the collection, analysis, and submission of data for national and international rankings, and surveys (NIRF, AISHE, etc.) ensuring that the information submitted is accurate and timely.</li> <li><b>Data Management:</b> Maintain and organize critical data related to accreditation and rankings, ensuring it is up-to-date, easily accessible, and aligned with institutional standards.</li> <li><b>Process Improvement:</b> Assist in streamlining processes and workflows related to data collection, analysis, and submission for accreditation and ranking purposes.</li> <li><b>Documentation:</b> Manage the filing, documentation, and archiving of accreditation and rankings-related materials, ensuring all information is properly stored and easy to retrieve when needed.</li> <li><b>General Office Support:</b> Provide administrative assistance, such as scheduling meetings, organizing events, and managing communication for the Accreditation and Rankings office.</li> <li>Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>Any Graduate degree from an UGC/AICTE recognized university/Institute with a minimum of 60% with Post qualification 02 years of relevant experience.</li> </ol> <p style="text-align: center;">OR</p> <p>Two year postgraduate degree in any discipline from an UGC/AICTE recognized university/Institute with a minimum of 60% and one year of relevant experience.</p> <ol style="list-style-type: none"> <li><b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 05 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

<b>Position</b>	<i>Associate – Application Development</i>
<b>Department</b>	Computer Centre
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 35 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Development and maintenance of Angular/Drupal/PHP-based websites on LINUX web servers on the cloud and On-premise.</li> <li>2. Installation and configuration of open-source applications on LINUX servers.</li> <li>3. Develop web-based analytical tools for monitoring the resources.</li> <li>4. Develop and deploy new technologies to improve the computing infrastructure of the campus.</li> <li>5. Writing automation scripts using bash, Python, or PHP scripts</li> <li>6. Providing user support for technical issues, code optimization, data management, etc.</li> <li>7. Active involvement in the expansion of the facilities and the associated infrastructure is expected in the near future.</li> <li>8. Backup and restoration of server data</li> <li>9. Providing a suitable configuration to the user using the knowledge of new technology offered in the market.</li> <li>10. Functioning with adequate knowledge of the rules and regulations of the GOI for purchase, accounts, etc.</li> <li>11. Coordinating with other departments for the smooth running of the systems, including external vendors, etc.</li> <li>12. Monitoring and maintaining the computer systems and network</li> <li>13. Monitoring daily logs, taking backups, and taking necessary precautions accordingly.</li> <li>14. Installation of hardware components, configuring servers, including virtualization</li> <li>15. Content Management, including installation and configuration and updating content.</li> <li>16. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. <b>Education Qualification:</b> BE/BTech in CS/IT or MCA/M.Sc. In CS/IT or BCA/BSc CS/IT or a Three Years Diploma in CS/IT from an AICTE/UGC recognized university/Institute with 60%.</li> <li>2. <b>Work Experience:</b> a.) BE/BTech in CS/IT or MCA/M.Sc. in CS/IT with preferably One (1) year of relevant work experience in web production and in web tool usage and support, which includes web design, graphic design, or visual arts experience or training. Should have knowledge of programming languages such as Angular/Node.js/Drupal/WordPress/PHP, Laravel, CodeIgniter, Bootstrap, HTML5, CSS3, JavaScript, JQuery, TypeScript, etc.</li> </ol> <p style="text-align: center;">OR</p> <p>b.) BCA/BSc CS/IT with two (2) years of relevant work experience in web production and in web tool usage and support, which includes web design, graphic design, or visual arts experience or training. Should have knowledge of programming languages such as Angular/Node.js/Drupal/WordPress/PHP, Laravel, CodeIgniter, Bootstrap, HTML5, CSS3, JavaScript, JQuery, TypeScript, etc.</p> <p style="text-align: center;">OR</p> <p>c.) Three Years Diploma in CS/IT with four (4) years of relevant work experience in web production and in web tool usage and support, which includes web design, graphic design, or visual arts experience or training. Should have knowledge of programming languages such as Angular/Node.js/Drupal/WordPress/PHP, Laravel, CodeIgniter, Bootstrap, HTML5, CSS3, JavaScript, JQuery, TypeScript, etc.</p>

	<b>3. Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written & verbal), interpersonal skills, and multi-tasking abilities.
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 04 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test



**Annexure - H**

<b>Position</b>	<b>Junior Programmer</b>
<b>Department</b>	Computer Centre
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding 35 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Excellent skills in C#, VB.net, ASP.net, PHP, Drupal, MVC, etc. Add on skills Angular 6+, Bootstrap, LAMP, and WAMP.</li> <li>2. Working knowledge of development tools, guidelines, and conventions, including but not limited to MSSQL/MySQL, HTML, CSS, and JavaScript.</li> <li>3. Upgrading, configuring, and debugging existing systems.</li> <li>4. Providing technical support for web, desktop, or mobile applications.</li> <li>5. Identify the areas that require modification in existing programs.</li> <li>6. Design banners for website pages with designing tools like Adobe Photoshop, CorelDraw, etc.</li> <li>7. Working with other team members and systems analysts. Write clean, scalable code using suitable programming languages, etc.</li> <li>8. Enhance existing systems by analyzing business objectives, preparing an action plan, and identifying areas for modification and improvement.</li> <li>9. Develop skills in new technologies and create technical specifications and test plans.</li> <li>10. Should be capable of handling many aspects of the application, including but not limited to performance, scalability, security, and testing.</li> <li>11. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. <b>Education Qualification:</b> BE/BTech in CS/IT / M.Sc - CS/IT / MCA or BCA / B.Sc in CS/IT from an AICTE/UGC recognized institute with 60%.</li> <li>2. <b>Work Experience:</b> For BCA/B.Sc - 02 Years experience or for B.Tech/M.Sc - 01 year experience in programming technologies such as C#, VB.net, ASP.net, PHP, Drupal, and MVC, with knowledge of Angular 6+, Bootstrap, LAMP, WAMP, and Java with a good understanding of MS SQL/MySQL in an organization of repute. Experience would be exempted for students from reputed institutes such as IIT, NIT, and Central/State Universities.</li> <li>3. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 04 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - I**

<b>Position</b>	<b>Junior Manager – Digital Marketing</b>
<b>Department</b>	Media & Public Relations
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>42 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist Chairperson PR in developing and execute digital media strategies in line with IIM Amritsar's overarching marketing and PR objectives, utilizing diverse channels such as social media, email marketing, web advertising, and other online platforms.</li> <li>2. Create compelling digital content, including graphics, videos, and infographics, tailored to the needs of different chairs within the institution, effectively conveying their messages and captivating the target audience.</li> <li>3. Monitor and assess the performance of digital campaigns through analytics tools, delivering regular reports to the Director, PR Chairperson, and other stakeholders, focusing on key metrics like reach, engagement, and conversions.</li> <li>4. Stay abreast of the latest trends, best practices, and emerging technologies in digital marketing, offering insights on their integration into IIM Amritsar's marketing and PR strategies.</li> <li>5. Ensure all digital content adheres to IIM Amritsar's brand guidelines, maintaining visual appeal and consistency in messaging and tone.</li> <li>6. Collaborate with the PR Chairperson and other stakeholders to design and execute integrated marketing campaigns, seamlessly blending traditional and digital media channels when necessary.</li> <li>7. Assist the Media and PR Cell in managing IIM Amritsar's social media presence, from content creation and scheduling to monitoring interactions and fostering positive engagement with followers.</li> <li>8. Coordinate with external agencies and vendors as required for the implementation of digital campaigns, overseeing their deliverables, and maintaining productive partnerships.</li> <li>9. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Two year postgraduate degree in Marketing/Communications, preferred MBA from an UGC/AICTE recognized university/Institute with a minimum of 60% and post qualification 04 year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 06 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test



<b>Position</b>	<i>Junior Associate – Media &amp; Public Relation</i>
<b>Department</b>	Media & Public Relations
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>35 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Act as a liaison between the PR Chairperson and various offices to systematise all promotional activities.</li> <li>2. Maintain records of all promotional activities undertaken by the institute.</li> <li>3. Coordinate with the student-run MPRC to ensure all communication materials align with IIM Amritsar's mission and values.</li> <li>4. Respond to media inquiries and assist the MPRC in drafting press releases and other media materials.</li> <li>5. Help manage IIM Amritsar's social media accounts and website content, ensuring consistent messaging and timely updates.</li> <li>6. Develop and maintain relationships with key media outlets and agencies to enhance IIM Amritsar's visibility and reach. Build connections with key media organizations and journalists through a mix of traditional, digital, and social channels.</li> <li>7. Monitor and analyse media coverage to assess the effectiveness of PR campaigns and adjust strategies as needed.</li> <li>8. Develop media relations strategy focused on high-level placements in print, broadcast, and online channels to increase company visibility</li> <li>9. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

<b>Position</b>	<b>Deputy Manager – International Relations</b>
<b>Department</b>	International Relations
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>45 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li><b>International Collaborations and MoUs</b> <ul style="list-style-type: none"> <li>➤ Identify, initiate, and coordinate academic and strategic partnerships with reputed international universities, institutions, and organizations.</li> <li>➤ Facilitate the drafting, processing, and execution of Memoranda of Understanding (MoUs) and Agreements, and maintain a repository of all active and expired partnerships.</li> <li>➤ Ensure timely renewal, follow-up, and compliance of MoU deliverables.</li> </ul> </li> <li><b>Student and Faculty Exchange Programs</b> <ul style="list-style-type: none"> <li>➤ Design and coordinate inbound and outbound student and faculty exchange programs</li> <li>➤ Liaise with partner institutions, internal stakeholders, and students/faculty to manage all logistical, academic, and administrative aspects of exchange programs.</li> <li>➤ Ensure appropriate communication, documentation, and support services for visiting international delegates and outbound participants.</li> </ul> </li> <li><b>International Rankings and Accreditations</b> <ul style="list-style-type: none"> <li>➤ Assist in data collection, reporting, and documentation for participation in international ranking frameworks (e.g., QS, THE, FT).</li> <li>➤ Support accreditation processes by coordinating with internal departments and external agencies</li> <li>➤ Prepare institutional profiles, benchmarking reports, and other submissions as required.</li> </ul> </li> <li><b>Global Outreach and Branding</b> <ul style="list-style-type: none"> <li>➤ Develop promotional materials, presentations, and reports to enhance the global visibility of IIM Amritsar</li> <li>➤ Represent the Institute in international conferences, consortia, and networking events as required.</li> <li>➤ Maintain an active presence of IRC initiatives on the Institute's website and digital platforms.</li> </ul> </li> <li><b>Administrative and Coordination Tasks</b> <ul style="list-style-type: none"> <li>➤ Serve as the nodal point of contact for all international relations queries and initiatives.</li> <li>➤ Maintain accurate records, reports, and databases of all international engagements.</li> <li>➤ Coordinate with academic, administrative, and finance units for smooth execution of international activities.</li> <li>➤ Perform any other task assigned by the competent authority related to international relations</li> <li>➤ Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ul> </li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>Two year postgraduate degree in any discipline, preferred in International Relation from an UGC/AICTE recognized university/Institute with a minimum of 60% and post qualification 08 year of relevant experience.</li> <li><b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 08 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure – L**

<b>Position</b>	<b>Junior Associate – Administration</b>
<b>Department</b>	Administration
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>35 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist the supervisor/HoD in handling travel desk, operations of Institute / third party vehicles etc. Maintenance of running / preventive maintenance logs and ensuring timely breakdown repairs.</li> <li>2. Assist the supervisor/HoD to coordinate with official travel agency and manage Train/Air/ Car booking for officials and visitors and Scrutinize, certify invoices and process associated payments.</li> <li>3. Assist the supervisor/HoD in housekeeping operations of the Institute's campus, Site manpower deployment, attendance record keeping etc and process associated payments.</li> <li>4. Assist the supervisor Activities related to procurement of cleaning materials, monitoring usage and ensuring timely replenishment.</li> <li>5. Assist the supervisor/HoD to manage day to day Health centre operations including procurement of Medical services and Ambulance related activities.</li> <li>6. Assist the supervisor to manage Institute Guest house activities, hospitality , Scrutinize/ verify and certify invoices and process associated payments.</li> <li>7. Assist the supervisor/HoD to liaise with concerned stakeholders to coordinate various events such as conclaves, cultural festivals, inaugural, convocation etc and manage the hotel booking, logistics, and associated activities.</li> <li>8. Assist the supervisor/HoD to coordinate with the vendors for the provision of coffee/tea/snacks for staff and special events and meetings and monitor/ execute associated procurement / tender in liaison with purchase office.</li> <li>9. Assist the supervisor/HoD to coordinate and process matters related to the Institute's owned/leased properties, electricity and other statutory payments etc including coordinating minor repairs etc.</li> <li>10. Assist the supervisor/HoD in timely initiating of procurement activity of assigned duty, contract execution, contract monitoring and associated activities.</li> <li>11. Any other duty may be assigned by the competent authority and/or his/her designated representative.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - M**

<b>Position</b>	<i>Junior Associate – Human Resources</i>
<b>Department</b>	Human Resources
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>35 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist Supervisor &amp; HoD in day to day operation.</li> <li>2. Assist in the day-to-day functioning of the HR Office.</li> <li>3. Perform administrative work, including scheduling and sorting mail for the HR Office.</li> <li>4. Maintain/Prepare/Update employee records and documentation time to time.</li> <li>5. Assist officers in preparing payroll and benefits.</li> <li>6. Track and update hourly employee leaves of absence and record.</li> <li>7. Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries and handling requests or complaints in a professional manner.</li> <li>8. Maintain files with confidentiality in an easily accessible format.</li> <li>9. Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general departmental operations.</li> <li>10. Liaise with departments, faculty, and HR Head regarding infrastructure-related needs and feedback.</li> <li>11. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

<b>Position</b>	<i>Junior Associate – Purchase</i>
<b>Department</b>	Purchase
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>35 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Help manage the day-to-day work of the Purchase Section, including receiving and checking items delivered to the Institute.</li> <li>2. Maintain proper records of all items received and issued, both in physical registers and digital systems.</li> <li>3. Match delivery challans and invoices with purchase orders and assist in proper inward entry of items.</li> <li>4. Issue materials to departments as per approved requests and ensure proper documentation.</li> <li>5. Arrange and store items properly in the store room to avoid any damage or loss.</li> <li>6. Keep a check on stock levels and inform the supervisor when items need to be reordered.</li> <li>7. Assist in conducting regular physical stock checks and reporting any differences found.</li> <li>8. Help in tagging and keeping records of fixed assets and movable items.</li> <li>9. Track movement of items issued to different departments and ensure they are used responsibly.</li> <li>10. Keep records and documents ready for audit and provide necessary information when required.</li> <li>11. Work with other departments to understand their material needs and provide support accordingly.</li> <li>12. Follow up with vendors for damaged items, warranty replacements, or pending supplies.</li> <li>13. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - O**

<b>Position</b>	<i>Junior Associate – CAO Office</i>
<b>Department</b>	Chief Administrative Officer (CAO) Office
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>35 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist Supervisor &amp; HoD in day to day operation.</li> <li>2. Assist in the day-to-day functioning of the CAO Office.</li> <li>3. Perform administrative work, including scheduling and sorting mail for the CAO.</li> <li>4. Maintain/Prepare/Update employee records and documentation time to time.</li> <li>5. Assist officers in preparing payroll and benefits.</li> <li>6. Track and update hourly employee leaves of absence and record.</li> <li>7. Handle office interactions with outside visitors. This includes greeting and directing guests, answering phone inquiries and handling requests or complaints in a professional manner.</li> <li>8. Maintain files with confidentiality in an easily accessible format.</li> <li>9. Coordinate communication between various departments, schedule meetings, distribute reports and keep all parties informed of general departmental operations.</li> <li>10. Liaise with departments, faculty, and CAO regarding infrastructure-related needs and feedback.</li> <li>11. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Any Graduate degree from a UGC/AICTE-recognized university/institute with a minimum of 60% marks. Preference will be given to candidates with at least one year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 03 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

AMRITSAR



**Annexure - P**

<b>Position</b>	<i>Assistant Manager – Finance &amp; Accounts</i>
<b>Department</b>	Finance & Accounts
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>42 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Compliance with Tax laws like NPS, GST, Income Tax, Prof. Tax, etc.</li> <li>2. Processing payroll &amp; disbursement of salary &amp; other payments.</li> <li>3. Preparing Annual Revised Estimates, Budget Estimates.</li> <li>4. Preparation of Annual Financial Statements as per the accounting standards applicable to the Institute.</li> <li>5. Processing and Permitting payments to contractors/vendors following the provisions of the GFR and other rules/instructions of the Institute.</li> <li>6. Attending to statutory, internal, and CAG audits and responding to their queries</li> <li>7. Regularly settling individual claims as per Institute's rules &amp; regulations;</li> <li>8. Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute.</li> <li>9. Assistance in preparation of various MIS &amp; Presentation to the management;</li> <li>10. Preparation of the Cash Budget and Cash flow analysis.</li> <li>11. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> <li>12. Fee reconciliation with no. of students and for each term and student's wise ledger entry of the same in Tally.</li> <li>13. Review of Trail Balance, Receivables, Payables etc.</li> <li>14. Maintain accurate financial records for all projects, including invoices, purchase orders, purchase order adjustments, and budgets.</li> <li>15. Prepare and calculate invoices and billings and monitor payments.</li> <li>16. Perform general ledger, income statement, and balance sheet reconciliations</li> <li>17. Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. B.Com with CA (Inter)/ICWA (Inter) from a UGC/AICTE-recognized university/institute and post B.Com qualification 05 year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 07 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

<b>Position</b>	<i>Deputy Manager – Finance &amp; Accounts</i>
<b>Department</b>	Finance & Accounts
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>45 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Compliance with Tax laws like NPS, GST, Income Tax, Prof. Tax, etc.</li> <li>2. Processing payroll &amp; disbursement of salary &amp; other payments.</li> <li>3. Preparing Annual Revised Estimates, Budget Estimates.</li> <li>4. Preparation of Annual Financial Statements as per the accounting standards applicable to the Institute.</li> <li>5. Processing and Permitting payments to contractors/vendors following the provisions of the GFR and other rules/instructions of the Institute.</li> <li>6. Attending to statutory, internal, and CAG audits and responding to their queries</li> <li>7. Regularly settling individual claims as per Institute's rules &amp; regulations;</li> <li>8. Maintenance of the accounts of the Institute and any other work associated with the finance and accounts of the Institute.</li> <li>9. Assistance in preparation of various MIS &amp; Presentation to the management;</li> <li>10. Preparation of the Cash Budget and Cash flow analysis.</li> <li>11. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.</li> <li>12. Fee reconciliation with no. of students and for each term and student's wise ledger entry of the same in Tally.</li> <li>13. Review of Trail Balance, Receivables, Payables etc.</li> <li>14. Maintain accurate financial records for all projects, including invoices, purchase orders, purchase order adjustments, and budgets.</li> <li>15. Prepare and calculate invoices and billings and monitor payments.</li> <li>16. Perform general ledger, income statement, and balance sheet reconciliations</li> <li>17. Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. B.Com with CA (Inter)/ICWA (Inter) from a UGC/AICTE-recognized university/institute and post B.Com qualification 08 year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 08 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - R**

<b>Position</b>	<b>Junior Manager – MSDSM</b>
<b>Department</b>	MSDSM Office
<b>Number of Positions</b>	One (01)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>42 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Handling the admissions starting from the release of the advertisement, then shortlisting of candidates, scheduling the interviews, preparing the results of shortlisted candidates till the onboarding of the students.</li> <li>2. Handling the scheduling of the classes by coordinating with faculty, both in-house and adjunct and managing the stay and travel of adjunct faculty and everything related to the adjunct faculty.</li> <li>3. Procurment of books, cases or other study material as required in different courses.</li> <li>4. Handling the stay and travel of the faculty of IIM Amritsar visiting IIT Ropar for the first-year classes.</li> <li>5. Conducting the exams and preparing the results, involving coordinating with faculty regarding exam papers and evaluation of answer sheets.</li> <li>6. Handling the cases regarding the attendance shortage, students leaves, students requests and any disciplinary actions.</li> <li>7. Coordinating with other departments as and when required regarding any issues.</li> <li>8. Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Two year postgraduate degree in any discipline, preferred MBA from an UGC/AICTE recognized university/Institute with a minimum of 60% and post qualification 04 year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 06 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

AMRITSAR

<b>Position</b>	<i>Library Information Assistant</i>
<b>Department</b>	Central Library
<b>Number of Positions</b>	Two (02)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>38 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist at the Circulation Desk, handling check-in and check-out of library materials.</li> <li>2. Provide Reference Services and support users in locating and accessing required library materials and information.</li> <li>3. Cataloging and processing new library materials.</li> <li>4. Sort, shelve, and maintain books according to classification and library standards.</li> <li>5. Register new users and maintain and update users' profiles.</li> <li>6. Maintain accurate records of books issued and returned.</li> <li>7. Manage the payment of fines and other financial transactions.</li> <li>8. Assist in organizing and conducting library events, workshops, or orientation programs.</li> <li>9. Help users navigate digital resources, databases, and the library catalog.</li> <li>10. Handle inquiries at the counter, and respond to queries via email or telephone.</li> <li>11. Monitor user activity to ensure a quiet and respectful library environment.</li> <li>12. Attend to holiday, weekend, and shift duties as required.</li> <li>13. Perform assigned responsibilities during night or weekend shifts, ensuring continued user support.</li> <li>14. Carry out any additional duties as assigned from time to time.</li> <li>15. Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. M.Lib.Sc. / MLISc from an UGC/AICTE recognized university/Institute with a minimum of 60% and one year of relevant experience. <b>OR</b> B.Lib.Sc. / BLISc from an UGC/AICTE recognized university/Institute with a minimum of 60% and post qualification 02 year of relevant experience.</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated monthly remuneration equivalent to Pay Level – 05 and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

**Annexure - T**

<b>Position</b>	<i>Library Professional Trainee</i>
<b>Department</b>	Central Library
<b>Number of Positions</b>	Two (02)
<b>Position Type</b>	Contractual
<b>Age Limit</b>	Not exceeding <b>28 years</b> of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Assist at the Circulation Desk, handling check-in and check-out of library materials.</li> <li>2. Assist and guide library users in effectively accessing resources and services</li> <li>3. Carry out accessioning, classification, and cataloguing of library resources using standard tools and techniques.</li> <li>4. Conduct technical processing of materials, including pasting spine labels, due date slips, RFID tags, institute stickers, EM tattle tapes, and stamping.</li> <li>5. Organize and shelf books, journals, and periodicals systematically on the racks.</li> <li>6. Respond to reference and information queries from users.</li> <li>7. Assist in organizing and conducting library events, workshops, or orientation programs.</li> <li>8. Help users navigate digital resources, databases, and the library catalog.</li> <li>9. Handle inquiries at the counter and respond to queries via email or telephone.</li> <li>10. Monitor user activity to ensure a quiet and respectful library environment.</li> <li>11. Attend to holiday, weekend, and shift duties as required.</li> <li>12. Perform assigned responsibilities during night or weekend shifts, ensuring continued user support.</li> <li>13. Undertake other duties and assignments as assigned by the Library from time to time.</li> <li>14. Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.</li> </ol>
<b>Minimum Educational Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. M.Lib.Sc. / MLISc from an UGC/AICTE recognized university/Institute with a minimum of 60%</li> <li>2. <b>Knowledge and Skills:</b> Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written &amp; verbal), interpersonal skills, and multi-tasking abilities.</li> </ol>
<b>Remuneration</b>	The selected candidate will receive a consolidated stipend between Rs. 25,000/- to Rs. 30,000/- P.M. and other benefits as per the institute's policy.
<b>Method of Selection</b>	Written Test and/or Interview and/or Skill Test

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