



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement No. IIMV/NTS-C/2026/03 dated: 19.06.2026

RECRUITMENT OF CONTRACT STAFF

Indian Institute of Management Visakhapatnam (IIMV or IIM Visakhapatnam) is one of India's premier new-generation IIMs, established in 2015 by the Government of India. It is recognized as an "Institute of National Importance" under the IIMs Act, 2017. Located in a serene and scenic campus of about 241 acres in the coastal city of Visakhapatnam, popularly known as the "City of Destiny", the Institute offers a variety of academic-title programs and executive education programmes.

With about 57 full-time faculty on rolls, the Institute currently caters, in a year, to a base of more than 1600 students in its academic title programs and more than 6200 participants in its executive education programs.

A factsheet about the Institute is available on the main page of the website, www.iimv.ac.in

1. Indian Institute of Management Visakhapatnam invites applications from eligible candidates for positions at various levels on a contract basis in the 7th CPC Pay Scales.

S. No.	7 th CPC Pay-Level	Position	(#) Minimum Number of Years of Relevant Post-Qualification Experience
1	Pay Level - 4	Associate	2
2	Pay Level - 5	Sr. Associate	4
3	Pay Level - 6	Executive Associate	6
4	Pay Level - 7	Sr. Executive Associate	8
5	Pay Level - 8	Assistant Manager	10

(#)

- For candidates possessing a relevant Post-Graduate Degree/Diploma qualification of at least two-year duration from a recognized University/Institution, the prescribed experience requirement at the above Pay-Levels 4, 5, 6 & 7 may be relaxed by a maximum of two years. No additional relaxation will be granted for possessing more than one such academic title or qualification. Further, any academic title or qualification of duration lesser than two years will not be given any relaxation, either individually or together.
- Experience may be relaxed in exceptional and deserving cases at the sole discretion of the Institute.

Applications are invited for the following Departments:

S. No	Department	No of Posts	Location
1	Academic Programs	2	Visakhapatnam
2	Executive Education Programs	2	Visakhapatnam
3	Career Development Services & Alumni Relations	2	(*) One position in Mumbai (remote work) and one position in Visakhapatnam.
4	Admissions Office	1	Visakhapatnam

Note:

(*) For the Mumbai-based position, periodic visits to the Institute may be required based on institutional requirements. Travel and transport reimbursements shall be governed by Institute rules.

2. Age Limit:

- 30 years as on closing date of application (The upper age limit may be relaxed for candidates with relevant experience)
- Relaxation in upper age is applicable as per Government of India rules.
- The Institute may also consider age relaxation in deserving cases.

3. Educational Qualification:

- **Essential Qualification**
 - Graduation from a recognized University/Institution for positions under Pay Levels 4, 5, 6 & 7.
 - Post-Graduation from a recognized University/Institution for positions under Pay Level 8.
- **Desirable Qualification**
 - MBA or equivalent qualification from an Institution or University of high repute.
- **Desirable Experience**
 - In a management education institute (business school) of high repute.

All educational qualifications must be obtained from Universities/Institutions recognized by appropriate statutory authorities in India. Experience in completed years (not fractions) will be determined as on the closing date of application. Overlapping experience and education do not qualify for any relaxations in the applicable requirement/criterion.

4. Skills Required:

a) Academic Programs:

(a) Essential Skills & Competencies:

- a. Learning Management Systems, Database Management Systems and Academic ERP platforms.
- b. Good knowledge of graphic design and presentation tools for academic and administrative requirements.

b) Executive Education Programme (EEP)

- Strong programme coordination and client relationship management skills.
- Ability to liaise with corporate executives, faculty, and partner organizations.
- Excellent communication, presentation, and interpersonal skills.
- Experience in scheduling, participant management, and event coordination.
- Proficiency in MS Office, online learning, and digital tools.
- Ability to manage multiple executive programmes in a dynamic environment.
- Orientation towards marketing, outreach, and business development.
- Strong documentation, reporting, and administrative skills.

c) Career Development Services & Alumni Relations (CDS & AR)

Essential abilities in interfacing, coordinating, liaising, and developing and maintaining excellent professional relationships with stakeholders, institutions, and relevant agencies.

- Recruiters – for catalysing and facilitating successful placement of MBA students in rewarding summer internships as well as in final placements
- Alumni across academic and executive education programs - strengthening –
(i) their connect among themselves and with the current batches of students;
(ii) their active participation in the ongoing events and activities of the Institute.
Placement Committees of the Institute – towards successful outcomes as above.

d) Admissions Office:

- Hands-on, relevant experience in higher educational institutions of repute in the end-to-end management of admissions processes of academic (diploma and degree granting) programs efficiently and effectively.

5. Job Profile:

a) Academic Programmes:

The incumbent shall assist in the operational and administrative activities of the Programs Office and Examination Office of the Institute, ensuring smooth coordination and execution of academic processes, programme delivery, examinations, student support activities, and related administrative functions.

Key Responsibilities:

Relevant experience in academic administration, programme management, examinations, and related operations as follows:

- Coordinate procurement and distribution of textbooks, course materials, simulations, and other academic resources.
- Maintain and monitor student attendance records (online/ offline) systems for regular classes, guest lectures, academic events etc.
- Facilitate and support term registration and related academic registration activities.
- Provide support for online and offline classroom management by ensuring readiness of classrooms, functionality of required equipment and facilities, and operational support to faculty for smooth session delivery.
- Coordinate classroom layout planning, student seating arrangements, nameplate preparation, and study group formation.
- Work on Learning Management Systems (LMS) and Academic ERP portals for data management, virtual class setup, examination setup and programme-related activities.
- Assist in the conduct of offline and online examinations activities. Preparation of all examination related documents.
- Coordinate answer script review processes, support marks/grade uploading in the portal and assist in result declaration process.
- Assist in preparation and management of class schedules coordination.
- Coordinate with guest/visiting faculty regarding academic sessions, logistics, and related arrangements.
- Maintain academic records, documentation, and programme-related files in an accurate and systematic manner.
- Handle student queries and provide support regarding academic processes, schedules, examinations, registrations, and related programme activities.
- Assist in handling student disciplinary matters.
- Processing bills and ensuring timely payment to stakeholders, vendors, guest faculty, and service providers.
- Assist in planning, coordination, and execution of Convocation-related activities and arrangements.
- Other related activities as assigned.

b) Executive Education Programme (EEP):

- Assist in all aspects of programme delivery in coordination with Programme Chairs/Directors.
- Support the planning, design, and development of customized and open enrolment programmes in coordination with the faculty.

- Ensure timely execution of all Management Development Programmes (MDPs) and certificate programmes.
- Process programme-related bills, expenses, and faculty honorariums in a timely manner.
- Oversee timely completion of post-programme activities, including participant feedback collection, preparation of certificates, and issuance of grade sheets.
- Assist in drafting, signing, renewal, and maintenance of agreements/MoUs with EdTech and other external partners.
- Provide necessary administrative support for coordination with external stakeholders, including SPOCs from programme sponsoring organizations and partner institutions.
- Support business development activities through timely follow-up with prospects and partner organizations.
- Coordinate with marketing partners to ensure the smooth execution of certificate programmes.
- Assist in designing and developing digital marketing and promotional materials for Executive Education Programmes.
- Compile, update, and maintain a comprehensive database of all Executive Education Programmes.
- Address participant queries and provide timely support throughout the programme lifecycle.
- Maintain programme-related documentation, reports, and records for operational and audit purposes.
- Other day-to-day activities assigned by the Chairperson or Coordinator (EEP)

c) Career Development Services & Alumni Relations (CDS & AR):

- Developing and executing a plan for corporate outreach & engagement in consultation with the Chair – Career Development Services & Alumni Relations (CDS & AR), Coordinator (CDS & AR), and Manager – CDS & AR.
- Building and maintaining strong ties with key industry partners, recruiters, alumni, and other stakeholders through a variety of channels and engagement activities.
- Developing and executing a plan for generating high potential leads, proactively identifying and developing opportunities for students' summer and final placements.
- Based on the market/employment trends, interaction with the recruiters, generate insights to help students secure and succeed in internships and placements processes, including guidance on applications, skills and overall job readiness.
- Developing quality content for marketing collateral (both digital and print) to be used to promote IIM Visakhapatnam brand to the potential recruiters and corporate in general.

- Working closely with the student placement committee to ensure consistent engagement with recruiters, facilitating on-campus recruitment, and overall better placement outcomes.
- Developing and implementing a robust risk assessment and due diligence process for the first time recruiters especially the startups.
- Visiting the companies and meeting the reporting managers of the students during internship period.
- Adhering to institutional policies, industry standards, and relevant compliance requirements.
- Ensuring data integrity and confidentiality.

Essential abilities in interfacing, coordinating, liaising, and developing and maintaining excellent professional relationships with stakeholders, institutions, and relevant agencies. –

- Recruiters – for catalysing and facilitating successful placement of MBA students in rewarding summer internships as well as in final placements
- Alumni across academic and executive education programs - strengthening –
(i) their connect among themselves and with the current batches of students;
(ii) their active participation in the ongoing events and activities of the Institute.

Placement Committees of the Institute – towards successful outcomes as above.

d) Admissions Office:

- Admissions calendar preparation
- Budgeting and Vendor management
- Application management and handling
- Documentation for the admission offer process
- Registration of the students to the programme
- Handle RTI query related to admissions process
- Providing data for other queries received from internal and external stakeholders
- Travel and logistics arrangement for Faculty/Visiting Faculty
- Assisting in conducting orientation programmes
- Bills Processing/Maintenance of records, documentation, etc.
- Assisting in examination activities
- Interacting with and supporting students and faculty in Institute events
- Coordinating with students and faculty for smooth management of admissions process
- Updating admissions information on the Institute's internet and intranet portals and furnishing related reports to the Reporting Authority

- Supporting the Reporting Authority in day-to-day operations, in compliance with admissions requirements
 - Financial Aid/Scholarship processing
 - Assisting in the digitalization of admissions process
 - Gaining proficiency in and effectively leveraging the benefits of digital tools
- Any other task assigned from time to time.

A. Terms and Conditions

- (1) Designation and Pay Level shall be commensurate with the candidate's qualifications, relevant experience, and the nature and extent of responsibilities handled.
- (2) Designation & Compensation will be commensurate with the nature and extent of relevant experience. Compensation offered will be either on a 7th CPC scale of pay at an appropriate level (or) on consolidated basis. For positions in the Executive Education Programs and Career Development Services dept., scope exists for additional performance-based incentive.
- (3) All positions are purely on contract for an initial period of two years, extendable based on performance, institutional requirements, and mutual consent. Hence, the appointment shall not confer any claim or right for regular appointment.
- (4) Expected duration of hands-on, relevant experience is two to ten years.
- (5) The following skills and competencies are essential:
 - a. Proven strength in MS Office Suite, AI tools, data management tools and data analytics – is essential.
 - b. Strong organizational, coordination, and documentation skills.
 - c. Good communication and interpersonal abilities.
 - d. Ability to manage multiple tasks and work within strict timelines.
- (6) Those with work experience in centrally funded technical institutions (institutions of national importance) like IIMs and IITs; or top-ranked business schools in NIRF-2025 will have a distinct advantage in the selection process.
- (7) Higher starting pay or compensation (along with higher designation) will be considered in deserving cases of high merit and/or performance in the selection process.
- (8) Positions will be filled by interview. Where felt necessary, a subject-matter test (relevant to the function/dept.) will precede the interview. In such cases, only those qualifying (i.e., above a certain score) will be invited for interview.
- (9) In addition to the basic pay, incumbents are eligible for allowances as per IIM Visakhapatnam Policies as applicable. Indicative list being Dearness Allowance, Medical Insurance, NPS Contribution (Employer), Medical Allowance, Telephone Allowance, Internet Broadband Allowance, Annual Increment as per 7th CPC guidelines, Incentives etc.

B. General Conditions

- (1) All educational qualifications must be duly recognised in law.
- (2) The Institute may select and/or shortlist suitable candidates to address present and/or future requirements.
- (3) The Institute encourages diversity in the workplace; women candidates are encouraged to apply.
- (4) Mere fulfilment of qualifications and experience does not entitle an applicant to be shortlisted. The Institute reserves the right to restrict candidates to a reasonable number based on relevant criteria.
- (5) Age and experience will be reckoned as on the closing date of applications.
- (6) Place of posting: Main campus at Gambheeram village, Anandapuram Mandal, Visakhapatnam, except for the post advertised for Mumbai Location.
- (7) The selected candidates may also need to work on holidays or extra hours when work demands.
- (8) Candidates are advised to visit www.iimv.ac.in/careers regularly for updates. Amendments/corrigenda will be placed on the Institute website only.
- (9) The Institute will communicate only with shortlisted candidates. No correspondence from applicants shall be entertained during the recruitment process.
- (10) Canvassing in any form will lead to disqualification.
- (11) Candidates in employment (Government, Public Sector, or Private Sector) must produce a proper relieving order/letter from their current employer at the time of joining. Failure to do so will result in non-permission to join.
- (12) The Institute requires selected candidates to join within thirty days of receipt of the offer.
- (13) In all matters of recruitment (screening, shortlisting, selection, salary fixation, etc.), the decisions of the relevant Committees and/or the Competent Authority shall be final and binding.
- (14) The Institute may create a pool of prospective candidates and offer positions based on current and future requirements.
- (15) The Institute reserves the right to act as deemed fit in matters of eligibility, acceptance/rejection of applications, incomplete/incorrect information, and shortlisting/selection.
- (16) The Institute reserves the right to post/transfer selected candidates to any department/division (including those that may not have been mentioned herein) or assign additional duties during service, as per requirements or in public interest.
- (17) The Institute reserves the right to offer a position at a pay-scale lower than applied for, by the candidate.
- (18) The number of vacancies is tentative and may increase or decrease as on the date of selection process.
- (19) The Institute may not fill any, some, or all advertised positions, or may cancel the advertisement in whole or in part, without assigning reasons.
- (20) The Institute reserves the right to extend the closing date or modify the recruitment process without issuing further notice.
- (21) Disputes, if any, shall be subject to the jurisdiction of competent courts in Visakhapatnam, Andhra Pradesh.

C. How to Apply

- (1) Apply using the online application form available at: www.iimv.ac.in/careers. Applications in any other format will not be accepted.
- (2) Read and understand the guidelines for filling the online application carefully before starting.
- (3) After filling, uploading necessary documents, and submitting the application, candidates will receive a confirmation email from the Institute.
- (4) All information furnished must be based on supporting documentation. Incomplete/incorrect/sketchy applications are liable to be rejected.
- (5) Applications without photograph, signature, and relevant documents uploaded shall be liable for rejection.
- (6) Physical copy of the application need NOT be submitted.
- (7) Shortlisted candidates called for the next stage must submit self-attested photocopies of all certificates/documents (date of birth, category, education, experience) along with originals for verification. Failure to produce these will lead to disqualification.

Application Deadline: 18th July 2026 (Saturday) by 23:59 Hrs.

- (8) Applications received after the last date and time will not be considered.
- (9) The Institute is not responsible for any delay in submission of the application.