

## Applications are invited for the position of Administrative Assistant on Contract

Indian Institute of Management Udaipur (IIMU) is looking for bright Graduates / Post-Graduates for the position of “**Administrative Assistant**” purely on contract basis for a period of **11 months initially and renewable based on the performance.**

S.No	Details	Description
1	Name of the post	Administrative Assistant
2	No of posts	2 (two)
3	Nature of post	Purely temporary - contract basis
4	Age limit	35 years (as on the closing date of notification)
5	Educational and other qualifications	The candidate should hold full-time graduate degree in any discipline from a recognized university. The candidate should have good communication skills (both written & verbal) , interpersonal skills and multi-tasking abilities. Good knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer related tasks is essential.
6	Desirable Qualification	A post graduate degree with relevant work experience may be an added advantage
7	Major Duties and Responsibilities	The selected candidate will assist under various Administrative & Establishment activities as follows: <ul style="list-style-type: none"> <li>• Stores and Purchase, Travel Desk, Hotel and Accommodation related, Tenders and Human Resource functions, faculty support, housekeeping, security services, transport.</li> <li>• Any other task assigned by the institute from time to time.</li> </ul>
9	Key Skills required:	<ul style="list-style-type: none"> <li>• Conversant with computers, different operating systems and MS Office functions and Office Management Practices</li> <li>• Ability to prioritize work opportunities in the department.</li> <li>• Ability to work on multiple assignments</li> <li>• Good command on written and oral communication skills in English and Hindi language, ability to interact with faculty, external agencies effectively, noting and drafting etc.</li> </ul>
10	Reporting officer	Administrative & Establishment Heads
13	Consolidated monthly remuneration	Rs.21,500/- per month

15	Mode of application	The applicants are requested to apply online mode through the link provided at the institute's website. <a href="http://www.iimu.ac.in">www.iimu.ac.in</a> under JOBS tab.
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### General Instructions to the candidates

- The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- The candidates applying for the above post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Merely issue of interview call letter to the candidate will not imply that his/her candidature has been found eligible.
- Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
- Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that enough candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- Relaxation in age limit for SC/ST/OBC (non-creamy layer) candidates will be as per Govt.of India norms.
- The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons, therefore.
- Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
- Candidates will be short-listed for Test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
- The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.
- The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- The Institute solely reserves the right not to fill any advertised position without assigning any reason.
- Only shortlisted applicants will be contacted.
- No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. Women candidates on a career break and wish to re-start their careers are encouraged to apply.
- Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- The last date for submission of online application is **May 10, 2019.**