Ref : IIMU/HR/ADVT 01/2018   **Date: 13.12.2018**

Indian Institute of Management Udaipur (IIMU) is looking for bright Graduates / Post-Graduates for a techno-functional role of **"Project Assistant – ERP"** purely on contract basis for a period of 11 months initially and renewable based on the performance.

The ERP system at IIMU is a packaged product (CampusVue suite from Campus Management International) implementation which proposes to cover the entire student life cycle management along with supporting admin activities of Finance and HR. The system aids activities of all administrative and academic departments, students, faculty, external applicants and aspirants. The ERP system is built on Microsoft application development framework and MS SQL Server database. IIM Udaipur plans to transform the currently functional ERP systems to the following upgraded platforms on Azure cloud:

- CampusNexus suite of products for Student life cycle and CRM
- Dynamics 365 for Finance operations

S.No	Details	Description
1	Name of the post	Project Assistant - ERP
2	No of posts	1 (one)
3	Nature of post	purely temporary - contract basis
4	Age limit	35 years (as on the date of notification)
5	Educational and other qualifications	He/She should possess : • Three years full-time Diploma in Computer Science / Computer Engineering / IT with atleast 55% marks. *OR* • Three years full-time Graduation - BCA (or) B.Sc in Computer Science / IT (or) B.Com (Computer Science) with at least 55% marks. *OR* • Four years full-time B. Tech / BE (CS/CE/IT) with at least 55% marks. • Graduation should be from a reputed university / recognized institute by the Govt.of India authorities
6	Desirable qualification	Post-graduation in Computer science / IT from a recognized Institution may be an added advantage
7	Work experience	He/ she shall have the following relevant years of experience in the Major Duties and Responsibilities cited at S.no 8 • Diploma & Graduation (03 years course) holder – shall have experience of atleast 02 years • Candidates with Professional Degree (04 years course) holder – shall have experience of atleast of 01 year

8	Major Duties and Responsibilities	• Understand business processes of IIMU, effectively map the same to the processes available in the ERP system • Provide operational support on ERP usage to end users in various departments. • Gain knowledge of the technology platforms used in the IIMU ERP system so that responsibilities like first level trouble-shooting and operational report writing tasks can be taken up • Prepare user guide documentation of business processes, end-user training.
9	Key Skills required:	• Good understanding of Application software and systems • Strong Analytical skills with attention to detail • Excellent interpersonal skills to work with internal departments, members of staff and faculty • Should be fluent in English and Hindi • Strong communication skills - oral and written. • Ability to effectively communicate across levels of managers and executives in a professional as well as appropriate manner.
10	Abilities required	• Ability to prioritize work opportunities in the department • Self-motivated and ability to work independently, customer service orientation
11	Knowledge required	• Candidates should have good knowledge / exposure to application development in Microsoft .NET framework, MVC architecture, SQLServer Database, SSRS (SQL server reporting services), SQL, PL/SQL, HTML 5, Javascript
12	Reporting officer	Head - ERP services
13	Consolidated monthly remuneration	Rs.30,000 per month
14	Stakeholders	• Internal – ERP team • External –All stake holders of IIMU
15	Mode of application	Format of application may please be downloaded **(APPLICATION FORM)** and the duly filled form to be emailed to hrd@iimu.ac.in . Candidates need not send any separate hard copy of the application to the institution. Applications other than the prescribed format will summarily not be considered for further process of selection.

General Instructions to the candidates

1) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.

2) The candidates applying for any 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. Mere issue of interview call letter to the candidate will not imply that his/her candidature has been found eligible.

3) 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.

4) 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.

5) 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.

6) 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.

7) Relaxation in age limit for SC/ST/OBC (non-creamy layer) candidates will be as per Govt.of India norms

8) 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.

9) 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.

10) 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.

11) 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.

12) 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.

13) 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.

14) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.

15) The Institute solely reserves the right not to fill any advertised position without assigning any reason

16) Only shortlisted applicants will be contacted.

17) 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.

18) 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.

19) 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.

20) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.

21) The last date for submission of online application is **31.01.2018**

Sd/-
Manager HR
Indian Institute of Management Udaipur