



विद्या परं दैवतम्

# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Advertisement No. IIMV/NTS-C/2026/01 dated: 24.04.2026

## RECRUITMENT OF CONTRACT STAFF

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on contract basis:

| S.No. | Position                     | No. of Posts       |
|-------|------------------------------|--------------------|
| 1.    | Assistants                   | As per requirement |
| 2.    | Academic Associates          | As per requirement |
| 3.    | Head Nurse                   | 2 posts            |
| 4.    | Assistant Manager (Accounts) | 2 posts            |

| Position 1: Assistant (as per requirement) |   |
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| Departments                                | <ul style="list-style-type: none"><li>Academic Programmes Office, Executive MBA Programme Office, Career Development Services &amp; Alumni Relations, HR&amp; General, Administration, Finance &amp; Accounts, Project Office &amp; IT</li></ul>  |
| Educational Qualifications                 | <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>Bachelor's degree in commerce for Finance &amp; Accounts and any discipline for other areas</li></ul> <p><b>Preferable:</b></p> <ul style="list-style-type: none"><li>Post-Graduate degree in relevant discipline</li><li>CA Inter — for Finance &amp; Accounts post</li></ul> |
| Work Experience                            | Experience preferably in an institute of higher education/research in the relevant areas.   |
| Key Skills                                 | <ul style="list-style-type: none"><li>Ability to multi-task</li><li>Excellent written and verbal communication skills in English</li><li>Proficiency in MS-Office tools like Word, Excel, Power Point, and Data collection and analysis tools</li></ul>   |
| Job Description                            | Assisting the authorities concerned in activities related to above functions/departments and any other task as per the requirement of the Institute, and as may assigned by the Reporting Authority.  |

| Position 2: Academic Associates (As per Requirement) |   |
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| Areas  | All academic, research areas available in the IIMV Website.   |
| Educational Qualifications                           | <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>Master Degree in the relevant discipline/Management; OR</li><li>Bachelor Degree in Engineering/Technology</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>PGDM/MBA and/or Post-Graduate Degree/Diploma in the relevant discipline (for Bachelor degree holders)</li></ul> |
| Work Experience                                      | <p><b>Preferable:</b></p> <ul style="list-style-type: none"><li>Experience in an institute of higher education or research in the relevant area</li></ul>   |

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| <b>Key Skills</b>      | <ul style="list-style-type: none"> <li>• Ability to multi-task</li> <li>• Excellent written and verbal communication skills in English</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint)</li> <li>• Data collection and analysis tools</li> </ul>   |
| <b>Job Description</b> | <ul style="list-style-type: none"> <li>• Support faculty members in various academic activities</li> <li>• Assist faculty in preparing course outlines, identifying and collecting reading material, developing teaching notes</li> <li>• Grade class participation, conduct and grade examinations, assignments, and invigilation</li> <li>• Organise academic events and distribute course materials</li> <li>• Provide research assistance and support to faculty</li> <li>• Any other task as per the requirement of the Institute</li> </ul> |

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| <b>Position 3: Head Nurse (2 Posts)</b> |   |
| <b>Department</b>                       | Health Centre, IIM Visakhapatnam  |
| <b>Educational Qualifications</b>       | <b>Essential:</b> <ul style="list-style-type: none"> <li>• B.Sc. Nursing / DGNM from a recognised university</li> </ul>   |
| <b>Work Experience</b>                  | <b>Essential:</b> <ul style="list-style-type: none"> <li>• Minimum 5 years of clinical work experience as a nurse from a recognised institution/hospital after acquiring the required qualification</li> <li>• Basic computer knowledge</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Clinical experience in a Health Centre of an educational institution or in emergency services</li> <li>• Hands-on experience in office applications, spreadsheets, and presentations</li> </ul>   |
| <b>Job Description</b>                  | <b>Clinical Care:</b> <ul style="list-style-type: none"> <li>• Provide first aid and emergency care</li> <li>• Assess and treat minor illnesses and injuries</li> <li>• Administer prescribed medications</li> <li>• Monitor vital signs (BP, pulse, temperature, oxygen levels)</li> <li>• Assist visiting doctors during medical consultations and health camps</li> <li>• Handle medical emergencies (injuries, asthma attacks, fainting, allergic reactions, etc.)</li> <li>• Provide CPR and basic life support when required</li> <li>• Coordinate ambulance services and hospital referrals</li> </ul> <b>Administration &amp; Records:</b> <ul style="list-style-type: none"> <li>• Maintain confidential medical records of students and staff</li> <li>• Record daily patient visits and treatments given</li> <li>• Prepare health reports as required by administration</li> <li>• Monitor stock of medicines and medical equipment</li> <li>• Ensure medical room cleanliness and compliance with safety standards</li> <li>• Prepare monthly health reports for management</li> <li>• Maintain a clean and safe environment, providing comfort and psychological support to patients</li> <li>• Any other job assigned by the Medical Officer in charge of the Health Centre</li> </ul> |

| <b>Position 4: Assistant Manager — Accounts (2 Posts)</b> |  |
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| <b>Educational Qualification</b>                          | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Graduation in Commerce/CA-Inter</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• PG in Commerce/MBA (Finance)/CA</li> </ul>   |
| <b>Work experience</b>                                    | <ul style="list-style-type: none"> <li>• With minimum 5 years of work experience in any firm/institute/organisation (including articleship).</li> </ul>  |
| <b>Job Description</b>                                    | <p><b><u>Risk Management</u></b></p> <ul style="list-style-type: none"> <li>• Develop and implement a comprehensive financial risk management framework</li> <li>• Identify, assess, and mitigate risks related to fee collection, regulatory compliance, budget overruns, and credit exposure</li> <li>• Establish internal controls and monitoring mechanisms</li> <li>• Conduct periodic risk assessments and prepare mitigation reports</li> <li>• Ensure compliance with statutory and accounting standards</li> <li>• Coordinate with auditors for Internal and CAG Audits</li> </ul> <p><b><u>Receivables Management</u></b></p> <ul style="list-style-type: none"> <li>• Oversee program fee receivables and other institutional dues</li> <li>• Monitor fee collection cycles and enforce structured follow-up mechanisms</li> <li>• Design and implement credit policies (instalments, scholarships, concessions)</li> <li>• Supervise reconciliation of fee records with ERP systems</li> <li>• Coordinate with EEP, Program offices, and F&amp;A for real-time receivable tracking</li> <li>• Reduce outstanding receivables and minimise bad debts</li> </ul> <p><b><u>Stakeholder Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Work closely with Finance team, EEP Department, Academics, and Legal advisors</li> <li>• Present periodic reports to management and the governing board</li> </ul> <p><b><u>Fee Fixation &amp; Financial Controls</u></b></p> <ul style="list-style-type: none"> <li>• Prepare cost sheets, budgets, and proposals as per management requirements</li> <li>• Carry out reconciliation of budgeted vs. actual cost sheets</li> <li>• Conduct age analysis and financial compliance reporting</li> </ul> |

## Consolidated Monthly Pay

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| <b>S.No.</b> | <b>Post</b>                    | <b>Pay (₹ / month)</b> |
|--------------|--------------------------------|------------------------|
| <b>1</b>     | Assistant                      | <b>₹ 30,000</b>        |
| <b>2</b>     | Assistant with PG/CA/B.Tech/BE | <b>₹ 35,000</b>        |
| <b>3</b>     | Academic Associate             | <b>₹ 35,000</b>        |
| <b>4</b>     | Head Nurse                     | <b>₹ 45,000</b>        |
| <b>5</b>     | Assistant Manager (Accounts)   | <b>₹ 45,000</b>        |

- Higher starting pay will be considered for candidates with relevant experience in Higher Educational Institutions.
- No other allowances are applicable.
- Health Insurance coverage for the employee only, as per Institute norms.
- Nature of Appointment: Fixed-term contract for 2 years on monthly consolidated pay, extendable based on Institute requirements.

## A. Terms and Conditions

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### Number of Positions

- Vacancies advertised may be increased or decreased based on Institute requirements.

### Age Limit

- Not exceeding 30 years as on the last date of application — for Posts 1 & 2.
- Not exceeding 35 years as on the last date of application — for Posts 3 & 4.
- Relaxation in upper age is applicable as per Government of India rules.
- The Institute may also consider age relaxation in deserving cases.

### Salary

- Refer to the consolidated pay table above.
- Higher salary may be considered for outstanding merit or exceptional performance.

## B. General Conditions

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- All educational qualifications must be duly recognised in law.
- The Institute may select and/or shortlist suitable candidates to address present and/or future requirements.
- The Institute encourages diversity in the workplace; women candidates are encouraged to apply.
- 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.
- Age and experience will be reckoned as on the closing date of applications.
- Place of posting: Main campus at Gambheeram village, Anandapuram Mandal, Visakhapatnam; and/or City Campus at Andhra University precincts, Visakhapatnam.
- Selected candidates may be required to work on holidays or extra hours when work demands.
- Candidates are advised to visit [www.iimv.ac.in/careers](http://www.iimv.ac.in/careers) regularly for updates. Amendments/corrigenda will be placed on the Institute website only.
- The Institute will communicate only with shortlisted candidates. No correspondence from applicants shall be entertained during the recruitment process.
- Canvassing in any form will lead to disqualification.
- 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.
- The Institute requires selected candidates to join within thirty days of receipt of the offer.
- 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.
- Selection Process: May include a written test, personal interview, and/or other assessments (online or physical mode).
- The Institute may create a pool of prospective candidates and offer positions based on current and future requirements.
- The Institute reserves the right to act as deemed fit in matters of eligibility, acceptance/rejection of applications, incomplete/incorrect information, and shortlisting/selection.
- The Institute reserves the right to post/transfer selected candidates to any department/division or assign additional duties during service, as per requirements or in public interest.
- The Institute may not fill any, some, or all advertised positions, or may cancel the advertisement in whole or in part, without assigning reasons.
- The Institute reserves the right to extend the closing date or modify the recruitment process without issuing further notice.

- Disputes, if any, shall be subject to the jurisdiction of competent courts in Visakhapatnam, Andhra Pradesh.

## C. How to Apply

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- Apply using the online application form available at: [www.iimv.ac.in/careers](http://www.iimv.ac.in/careers). Applications in any other format will not be accepted.
- Read and understand the guidelines for filling the online application carefully before starting.
- After filling, uploading necessary documents, and submitting the application, candidates will receive a confirmation email from the Institute.
- All information furnished must be based on supporting documentation. Incomplete/incorrect/sketchy applications are liable to be rejected.
- Applications without photograph, signature, and relevant documents uploaded shall be liable for rejection.
- Physical copy of the application need NOT be submitted.
- 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.

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| <b>Application Deadline: 18th May 2026 (Monday) by 23:59 Hrs.</b> |
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- Applications received after the last date and time will not be considered.
- The Institute is not responsible for any delay in submission of the application.