



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)	
Departments	<ul style="list-style-type: none">Academic Programmes Office, Executive MBA Programme Office, Career Development Services & Alumni Relations, HR& General, Administration, Finance & Accounts, Project Office & IT
Educational Qualifications	<p>Essential:</p> <ul style="list-style-type: none">Bachelor's degree in commerce for Finance & Accounts and any discipline for other areas <p>Preferable:</p> <ul style="list-style-type: none">Post-Graduate degree in relevant disciplineCA Inter — for Finance & Accounts post
Work Experience	Experience preferably in an institute of higher education/research in the relevant areas.
Key Skills	<ul style="list-style-type: none">Ability to multi-taskExcellent written and verbal communication skills in EnglishProficiency in MS-Office tools like Word, Excel, Power Point, and Data collection and analysis tools
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)	
Areas	All academic, research areas available in the IIMV Website.
Educational Qualifications	<p>Essential:</p> <ul style="list-style-type: none">Master Degree in the relevant discipline/Management; ORBachelor Degree in Engineering/Technology <p>Desirable:</p> <ul style="list-style-type: none">PGDM/MBA and/or Post-Graduate Degree/Diploma in the relevant discipline (for Bachelor degree holders)
Work Experience	<p>Preferable:</p> <ul style="list-style-type: none">Experience in an institute of higher education or research in the relevant area

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

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

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

Consolidated Monthly Pay

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

- 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

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

- 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 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

- Apply using the online application form available at: 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.

Application Deadline: 18th May 2026 (Monday) by 23:59 Hrs.

- 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.