



**International Management Institute, New Delhi Invites Applications for the  
following Administrative Posts**

**1. General Manager – Management Development Programme (MDP) & Online Education**

- a) **Qualification:** Post Graduate Degree in Management from a reputed Institute/University with a consistently good academic record.
- b) **Age:** Should be preferably below 50 years of age.
- c) **Experience:** Minimum of 10 years of experience in handling MDP at a senior level in well reputed B-schools & proven track record of very high productivity & excellent interface with public sector companies & corporate. Must have a self-driven zeal & dynamism to single handedly drive the MDP of the Institute & produce tangible results. Excellent communication skills in both oral & written communication is mandatory.
- d) **Terms of Appointment:** Initially on contract for 3 years which will be converted into a regular position on the basis of performance & productivity. Salary will be commensurate to qualification & experience and will be at par with current market trend.

**2. Programme Officer**

- a) **Qualification :** Master's Degree in any discipline with a good academic record throughout. Degree/Diploma in Management will be an added advantage. Proficiency in oral & written English particularly drafting letters etc and computer applications is an essential attribute.
- b) **Age:** Preferably below 45 years.
- c) **Experience :** Minimum 5 years of experience as Administrative Officer/Academic Programme Officer in a Reputed Higher Educational Institute.

- d) Terms of Appointment:** Regular with two years of probation period. Consolidated salary will be worked out on the basis of Pay Band -3 with a Grade Pay of ₹ 5400/- (6<sup>th</sup> pay commission).

Facilities such as Medical insurance, Leave Encashment, LTC, Life Insurance etc. will be admissible as per IMI Service Rules.

### **3. Secretary**

**Qualification :** Master's Degree in any discipline with a good academic record throughout. High proficiency in Computer Applications & English (both verbal and written communication) is essential. The applicant should have a flare for handling Media Relations, Social Networking, Publicity, Corporate Relations and Good Understanding of major Marketing Channels. The candidate should be dynamic with a zeal to excel in his/her job.

**Age:** Below 35 years

**Experience:** 2- 5 years of work experience in a similar profile in a Reputed Higher Educational Institute or Industry.

**Terms of Appointment:** Initially on contract for 2 years which may be extended or regularized on the basis of performance.

**Salary :** Consolidated Salary of ₹ 50000/- per month during the contractual period which will be later regularized as per the prevailing rules of the Institute.

### **4. Engineering Assistant/Work Supervisor**

**Qualification:** A Degree/Diploma in Civil Engineering from a Recognized Institute/College.

**Experience :** Minimum 5 years of experience of working as an Engineer or a supervisor in the field and having Technical Knowledge of civil works work such as Supervision, Measurement Assessment of work carried out by Construction Agency, Preparation of Bills etc.

**Age:** Preferably below 45 years

**Terms of Appointment:** Purely temporary and contractual and strictly linked to completion of planned works.

**Salary :**Consolidated Salary of ₹ 25000/- per month

## **5. Research Associate**

**Qualification:**Master's Degree in any discipline from a recognized University / Institute with a consistently good academic record. High proficiency in Computer Applications and good communication skills. Must have a Flare for Research Work and ability to meet deadlines.

**Age :**Preferably below 40 years

**Experience :**2- 5 years of working as a Research Associate on Contemporary Research Projects with a Faculty or a researcher in a Reputed Higher Educational Institute is desirable.

**Terms of Appointment:** This is a strictly time bound contractual appointment linked to a particular project and may be extended further only in case of a further necessity.

**Salary :** Consolidated Salary of maximum ₹50000/- per month as per the suitability of the candidate.

Interested and eligible personnel may forward their detailed resume with supporting certificates, testimonials, mark sheet etc along with the latest passport size colour photograph in a sealed envelope to the following address or apply on line to [staffrecruit@imi.edu](mailto:staffrecruit@imi.edu).

Registrar & CAO  
International Management Institute  
B-10, Qutab Institutional Area  
Tara Crescent  
New Delhi 110 016  
Email: [staffrecruit@imi.edu](mailto:staffrecruit@imi.edu)

**Last Date of receipt of Application :10<sup>th</sup> March 2017**

### **General Conditions:**

- IMI reserves the right to cancel recruitment for any or all of the above positions without assigning any reasons.
- No TA/ DA will be admissible for attending tests/interviews.

- IMI is free to adopt any criteria for shortlisting of the applications in case of receipt of large number of applications.
- Canvasing in any form will render the candidature invalid.
- Shortlisted candidates will be intimated through Email only.