



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

### **1. Registrar & Secretary to Board of Governors**

#### **Eligibility conditions**

An effective leader with a proven track record of providing administrative support to Higher Education Institutes. Should possess following qualifications.

- Post graduate degree with a good academic record from a recognized University.
- 15 years of administrative experience of which 8 years on senior administrative positions.

#### **Desirable**

An additional qualification in management or law will be desirable. Excellent organizing skills and ability to make continuous systemic improvements would be preferred attributes.

#### **Terms & Conditions of Appointment**

Initial contract for 03 years which will be regularized on the basis of performance to a regular appointment upto the age of superannuation (65 years).

Salary will be fixed in the pay scale of Professor.

### **2. General Manager – Management Development Programme (MDP) & Executive Marketing**

- a) **Qualification:** A Post Graduate Degree in Management from a reputed Institute/University with a consistently good professional 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 bodies. Must have a self-driven zeal & dynamism to single handedly drive the MDP of the Institute, organize conferences/conclaves/seminars with PSUs etc. on sector specific themes & produce tangible results. Excellent communication skills in both oral & written forms are essential attributes.

- 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 better than current market trend.

**Eligible and interested candidates may send their resume to Registrar (officiating) at [staffrecruit@imi.edu](mailto:staffrecruit@imi.edu) latest by 05 March 2018 by mentioning the name of post in the title.**