RECRUITMENT POLICY

MANPOWER REQUISITION

1. Planning for manpower requirement is initiated by the concerned department by filling the MRF (Manpower Requisition Form). A proposal duly approved by the concerned Chairperson, wherever applicable has to be sent to HR. The MRF should capture all the details such as pay level, tenure of employment etc. A separate MRF should be filled for each position.

2. According to the position required, the appropriate MRF for Permanent / Tenure Based Scaled Contract / Temporary / Outsourced employee should be filled

3. The proposal would have a brief description of the job to be assigned to the position. It should also include ajustification for the creation of the position.

4. The HR Manager and Associate Vice President - HR will discuss the proposal with the concerned department head and obtain the approval of the Director for filling up the position.

5. Once the approval is granted, the HR department will initiate the recruitment process.

ADVERTISEMENT

Advertisement inviting applications will be released in newspapers identified for the purpose. Wherever necessary, the advertisement copy will be shared with the concerned HoD for comments/inputs before the release of the advertisement.

PROCESSING OF APPLICATIONS

1. The HR Department will be responsible for segregating the resumes received against the advertisement.

2. The compiled statement showing the details of the applicants will be sent to the concerned department for shortlisting.

3. The concerned department does the shortlisting as per eligibility criteria.

INTERVIEW PANEL

Interview Panel for selection of candidates will be constituted by the competent authority. Government norms on the inclusion of members belonging to the minority community and SC/ST on interview panels will be kept in mind while constituting the panel. Following will be the constitution of the interview panel:

POST - MANAGER & ABOVE:

1. OEDC Member

2. Dean

3. Chief Administrative Officer

4. Head of Department

5. Associate Vice President – HR

6. Any other expert or person if nominated by Director

POST - BELOW MANAGER LEVEL:

1. SEDC member

2. Head of Department

3. Associate Vice President -HR

4. Nominated Person

INTERVIEW & SELECTION PROCESS

1. Personal Interviews will be fixed as per the convenience of the interview panel members.

2. Candidates shortlisted for test/interview will be notified about it by an email. This will be followed by a detailed call letter, which will be sent to them by post/courier.

3. The candidates will be directed to the venue for test/interview. Forms that are needed to be filled like qualification details etc, will be done at this stage.

4. The interview structure may involve skill test, personal interview, and/or group discussion/ debate/quiz.

5. HR department will ensure that after the interview, each of the panel members provide their feedback in writing about the performance of the candidates.

6. HR will also play an active role in salary negotiation & fixation.

7. The HR will collect feedback from references as needed.

CONVEYANCE REIMBURSEMENT

1. For Manager and above position, economy air travel fare will be reimbursed. The air travel fare should be the shortest distance.

2. Candidates called for the position at Level 6 to Level 9 will be reimbursed train fare for AC 3-Tier and for all below levels, it will be train fare for Sleeper Class. The train travel fare reimbursement will be for shortest route.

3. Request for reimbursement should be submitted in the prescribed form by the Candidate.

FINAL SELECTION

Final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position subject to clearance of medical examination.

MEDICAL EXAMINATION:

For all the positions, the medical checkup can be performed by the doctor available at the Institute or the candidate can produce a fitness certificate from any Civil Hospital. The doctor available at the Institute may ask the candidate to undergo further tests if required.

JOINING PROCEDURE

Joining process involves the following:

1. Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration'.

2. Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.

    a. Mark sheets from 10th to last qualified exam (educational & professional)

    b. Passing certificates of exams

    c. Birth certificate

    d. Present and Permanent address proof

    e. Relieving letter and latest salary slip of the last organization served

    f. Medical certificate for fitness

    g. Copy of Aadhar card / PAN card / passport / driving license / election identity card / any other photo identity proof issued by State/Central Government.

    h. Two photographs

3. Collection of joining report.

4. Issuing of 'Joining Memorandum'.

5. Formal introduction to Associate Vice President - HR and announcement to other concerned departments about the candidate's appointment.

6. Issuing I-card.

PAYMENT OF SALARY

Salary of employees will become due and payable on the last working day of each month.

DEDUCTION FROM SALARY

Deductions in salary may be made for coming late to work, unauthorised absence, against fines imposed etc. Such recovery shall be in conformity with the provisions of the Payment of Salary Act, 1936.

IDENTITY CARD

1. Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.

2. Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside the premises of the Institute

3. Employee shall present the identity card for inspection to any person so authorised to inspect by the Institute.

4. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued. Loss of I-card on more than 2 occasions shall be viewed as a misconduct on the part of the employee.

5. Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institute. Surrender of I-card is a requirement for final settlement of dues.

6. The Institute shall keep a record of all identity card, badges issued and returned and shall carry out a surprise check of the same at least once every quarter.

7. For campus resident identity cards are issued to their family member and domestics servants for security purpose.

RECRUITMENT CRITERIA FOR VARIOUS POSTS (BUT NOT ALL) AT IIMA*

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
1	Chief Administrative Officer	Master's Degree with Degree/Dip in Management/ Engineering or Finance Degree	Minimum 20 years experience in Sr. Administration position	45-50 years	General Administration, Finance, Engineering & Estate Maintenance. Secretary to Board of Governance
2	Chief Financial Officer	Chartered Accountant (CA) from India. Additionally, MBA in Finance will be preferred qualification.	At least 20 years in Accounts, Finance & Controllers functions	Max. 55 years	To provide overall strategic leadership and play a key role in building and improving the financial management capability of IIMA, with the priority objective of supporting the governance mechanism of the organization
3	Chief Operating Officer – Executive Education	Postgraduates, preferably an MBA from a reputed institute	At least 15 years' experience of which at least five years should have been in a senior position	Max. 55 years	The person will lead IIMA's engagement with working professionals seeking management education through relationships with corporate L&D/ HR teams and directly with the professionals by highlighting IIMA's high-quality executive education programme offerings.
4	Vice President – Centre for Digital Transformation	Postgraduates, preferably an MBA from a reputed institute	At least 15 years' experience in the IT Industry of which at least five years should have been in a senior position	Max. 55 years	The person should be able to create and manage a digitally-enabled organization, meet the goals and objectives of the Centre.

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
5	Vice President / Associate Vice President – JSW School of Public Policy				The person will be responsible to set up the management systems, program execution and brand development, and provide overall administrative leadership of the JSW School of Public Policy.
6	Vice President-IGPC	MBA/ CA/ CFA / CAIA / master's in economics or Public Policy	Minimum 15 years of Professional experience	Min. 40 years and Max 58 years	Heading IGPC Office
7	Associate Vice President-HR	Post-graduate degree in HRM or related fields.	Minimum 20 years of experience with at least five years at senior management level.	Max. 55 years	To provide strategic directions and administrative support on HR dimensions
8	Associate Vice President-Corporate Relations	Post graduates or Masters in any of these fields (Business Administration, Human Resources, Psychology, Sociology, Communication, Education and related fields).	Minimum 10 years of post-qualification experience (may be in the areas of recruiter relationship building, placements, networking, corporate communications, marketing etc.), of which about 8 years must be in an overall supervisory position.	Max. 55 years	The person will be responsible to lead the outreach of the MBA programme for experienced professionals, their career development, and alumni connect initiatives. The role requires extensive traveling and networking with industry leaders and corporate heads across the globe to strengthen the PGPX recognition among recruiters, alumni network and also potential applicants.
9	Associate Vice President-Centre for Transportation and Logistics	M.Tech/MBA (Ph.D. preferred) from a reputed institute in India (such as IITs/IIMs/IISc) or abroad.	At least 15 years of experience in the transportation and/or logistics sector or a related sector. At least five years should have been in a senior management or leadership position (equivalent to CEO).	Max. 55 years	The person will be responsible for overall development, management, and growth of the Centre for Transportation and Logistics.

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
10	Associate Vice President - Alumni, Community Relations & Global Partnerships	Post graduate in any discipline (equivalent to MBA)	Minimum 20 years of professional experience, of which about 10 years must be in Relationship Management/ Corporate Affairs/Business Development.	Max. 55 years	To help build and manage relationships with alumni and entities external to the Institute including the community, corporates, educational institutions and state agencies
11	Associate Vice President- Executive Education	MBA or equivalent master's degree or higher	At least 20 years' experience of which at least five years' experience should be related to designing, developing, marketing, and selling executive programs or professional services to corporate clients	Max. 55 years	Designing, developing, marketing, and selling executive programs or professional services to corporate clients
12	Associate Vice President – Engineering & Projects	Full time Degree in Civil/ Electrical/ Mechanical and Post-Graduate degree in professional/ management field	Minimum 20 years' experience of which at least ten (10) years' experience should be related to planning, finalizing, and executing large scale Civil, Electrical and HVAC projects.	Max. 55 years	To lead the team of following departments: 1. Civil Engineering 2. Electrical Engineering 3. Mechanical – HAVC and Water Supply 4. Maintenance
13	Associate Vice President- ADCLOD	Post Graduate Degree in any Discipline but preferably in management, organisational behaviour, human resource management, strategic management or public administration.	Minimum of 10 years of professional experience	Maximum 55 years	5. Develop management systems, program execution and brand development, and provide overall administrative leadership to the newly established centre

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
14	AVP-Corporate Relations, MBA-PGPX	Post graduate or Masters in any of these fields (Business Administration, HR, Psychology, Sociology, Communication, Education and related fields)	Min 10 years of post-qualification experience	Max 50 years	Strengthen the corporate relations of the Institute and increase recruiter pool size by increasing MBA-PGPX brand awareness.
15	Associate Vice President, IT	The candidate should have completed MCA or BE/BTech in Computer Engineering or Information Technology or equivalent degree from any reputed Institute.	Minimum of 20 years of professional experience out of which 10 years must be in the field of ICT.	45-55 years	Computer Centre administration
16	AVP-Arun Duggal ESG Centre for Res and Innovation	Master's degree or equivalent	Min 10 years of post qualification experience.	Max 45 years	To oversee activities of the Centre, facilitate research, connect with stakeholders and increase visibility of the Centre.
17	AVP-Procurement	Any Degree with Diploma in Materials Management. Master's Degree in relevant field will be preferred	15 years of experience in materials/logistics management.	Max 45 years	To look after the Contracts, Stores and Purchase Department.
18	General Manager	Master's Degree with Degree/Dip in Management/ Engineering or Finance Degree/	15 years' experience in Sr. Administration positions	Max 45 years	Finance/Engineering/ Estate Maintenance and General Administration/ Public Relations and Media Handling
19	General Manager-Finance or General Manager-Accounts	M.Com/MBA with CA/ICWA/Cost Accounting	15 years' experience in Assistant General Manager/Sr. Manager level	Max 45 years	Finance and General Administration
20	General Manager-Ranking and Accreditation	MBA/PG Degree	15 years experience	Max 45 years	Ability to understand the information needs of the organisation and lead the team in the rankings and accreditations for benchmarking purpose at large.

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
21	General Manager-BDC for DS&AI	Master's or Ph.D, specializing in data science and artificial intelligence	Min 9 years of post-qualification experience	Max 50 years	To work closely with the industry and academic partners to drive the activities of the centre along with research aligned with the centre's objectives.
22	GM-NSE	Master's degree in the areas related to Finance, Marketing, Economics, Organizational Behaviour, Cognitive Sciences with a focus on Behavioral Sciences. Ph.D/ FPM would be preferred.	Min 10 years or more in any business.	Max 45 years	To oversee activities of the Centre, facilitate research, connect with stakeholders and increase visibility of the Centre.
23	Deputy Librarian	Ph.D. or NET or SLET/SET qualified. First Class (60% or above) in MLISc or equivalent qualification.	18 years of relevant experience.	Max 50 years	Assisting the Librarian in overall supervision and management of all the sections / departments of the library.
24	Assistant General Manager – Placement	Post graduates or Masters in Business Administration or Human Resources, Psychology or Sociology or Communication or Education etc.	Minimum 10 years of experience post qualification	Max 50 years	Head the placement office and lead the initiatives for corporate outreach, career development of students, and alumni connect.
25	Assistant General Manager – HR	Graduate with First Class and should have a full time MBA (HR) degree from reputed Institute with	At least 10 years of post-qualification experience in the field of HR (Personnel, Pay Roll, Vigilance, Administration, Legal etc.) Department, of which about 8 years must be in an overall supervisory position.	Max 50 years	HR initiatives, Recruitment, Wage, Training & Development, Union related matters

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
26	Assistant General Manager – PGPX Relations	Post graduates or Masters in any of these fields (Business Administration, Human Resources, Psychology, Sociology, Communication, and Education) with	Minimum 10 years of post-qualification experience (may be in the areas of corporate work exposure - networking, corporate communications, marketing/ branding, etc.), of which about 8 years must be in an overall supervisory position.	Max 50 years	Lead marketing efforts for PGPX admission
27	Assistant General Manager- S&P	Any Degree with Diploma in Materials Management	10 years experience in stores & purchase	Max 45 years	Procurement, stores and issue of materials
28	Assistant General Manager- Contracts	A Post Graduate OR professional Chartered Accountant (CA) OR professional Cost Accountant (CMA) OR holding full time MBA (Finance) degree with first class from a reputed institute.	Minimum 10 years of post-qualification professional experience in the field of Finance/ Accounts/ Audit/ Contracts/ Legal Departments, of which about 5 years must be in a senior position	Max 50 years	Contracts Management
29	AGM-SAP	Bachelors or Master's Degree preferably in Information Technology and Computer Science	Minimum 10 years of experience in SAP with at least five years in project management role	Max 40 years	Managing SAP S/4 HANA, Managing Key Stakeholders, Support Vendor and ERP Users and maintain SAP System Performance, Security and Regular Updates.
30	Assistant General Manager - Electrical	Diploma in Electrical Engineering plus Degree in Electrical Engineering OR full time Degree in Electrical Engineering	Minimum ten (10) years of experience in electrical engineering for full time degree candidates and minimum twelve (12) years of experience for Diploma plus Degree candidates.	Max. 50	To supervise in planning, directing, coordinating, and evaluating the campus/ township electrical field related development & maintenance