



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Invites Applications from eligible Candidates for the Position of

CLERICAL ASSISTANT

The Job: To provide Clerical assistance to Faculty and various other Departments of the Institute in their day-to-day Administrative interface with different facility providers of the Institute.

Job Descriptions:

1. Assistant to Faculty

- To schedule meetings, classes and events; update in Google calendar.
- To make travel arrangements
- To receive phone calls and messages and convey the same to faculty
- To coordinate with departments
- To schedule and confirm appointments for students and clients
- To submit and follow-up of Faculty Development Allowance bill and Travelling Allowance bill.
- To arrange to collect stationary, visiting cards and other electronic equipments
- To maintain the list of contact persons and, various project codes
- To fix-up appointment with officials followed by regular follow-ups
- To handle incoming and outgoing mails / couriers
- To keep track of all receipts and payments with accounts office

2. Stores & Purchase

- Issue of Plumbing, Carpentry & electrical materials
- Checking of quality & quantity of material received
- Manually maintaining GRM Register
- To enter issue of materials in software
- Keeping track on stock status on day to day basis.
- Materials are arranged properly in appropriate rack
- Ensure issue and receipt of materials as per PO & issue form
- Keeping records of used old materials
- Filing work

3. Publications

- Assist in placing order for case materials to HBSP/IVEY/ECCH etc.
- Make entry of HBSP/IVEY/ECCH bills and take Dean's sanction.
- Maintain statement of bills.
- Distribution of teaching materials to Students Community
- Formatting and uploading of IIMA Cases, and upkeep and maintenance of all records related including invoices/debit notes/credit notes, etc.
- Undertake photo-copying work related to books/bills/JV making etc.
- Maintain and send tenm-wise bills to accounts for making payment.
- Involvement in the preparation of all the course materials for IIMA student community
- Scheduling meetings, classes and events and update it in Google calendar.

4. Dispensary

- Dispensing & stock maintenance
- Bill checking of medical stores
- Assistance in TPA procedure
- Assistance in checking the bills submitted by Faculty/Staff members

5. Finance & Accounts

- Processing of bills
- Data Entry in FAS
- Bank Reconciliation
- Monitoring of various advances
- TDS & other statutory payments

Qualification, Experience & Skill Requirements:

1. *For Sl.No. 1-4* – Any Graduation from a recognized University/Institution with 2 years' experience.
2. *For Sl. No. 5* - B.Com. with 2 years' experience OR M.Com. (Fresher)

Other Skill Requirements:

- Very good English skills
- Very good working knowledge of MS Office (Word, Excel, Powerpoint, Access) and other related software of the concerned Department).
- Very Good typing skills

Age: Above 25 years

Salary & Allowances: Selected candidates will be offered a fixed term contract appointment for a period of two years on a consolidated monthly salary, which may be extended for further period as required.

TERMS & CONDITIONS:

1. Government of India instructions on reservation will be followed.
2. Outstation candidates called for interview for the above position will be reimbursed single to and fro Sleeper Class (Non-AC) rail fare by shortest route from their place of stay to Ahmedabad and back, on production of original tickets/copy of e-tickets.
3. Candidates working in Govt./Semi-Govt./Public Sector Undertakings must produce an NOC from his/her employer, at the time of test/interview, if short-listed for the test/interview.
4. Incomplete applications, applications not conforming to the eligibility requirements without relevant documents (as applicable) will be summarily rejected. If the candidate does not fulfil any of the conditions given above, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
5. The vacancies shown above are provisional and liable to be increased or decreased or may even be reduced to nil. IIMA is not liable to compensate the applicant for the consequential damages, if any.
6. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the test/interview. In case of overwhelming response, IIMA reserves the right to shortlist the candidates by fixing revised eligibility criteria. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
7. Decision of Management to call the candidates for selection shall be final. Any canvassing directly or indirectly by the applicant or through other sources, will disqualify his/her candidature.
8. Those who have qualifications equivalent to any of the prescribed qualifications, should produce certificate from the concerned University certifying that the said Degree/ Diploma is equivalent to the particular Degree of the University at the time of test/interview, if shortlisted. Applications without the authoritative equivalency certificate as said above will not be considered.
9. Candidates are advised to APPLY ONLINE ONLY latest by ***November 9, 2015*** by **6.00 pm**.

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