



**Job Title:** Assistant (Research, Consulting, and Training)

**Location:** Institute of Rural Management Anand (IRMA), Anand - Gujarat

**About IRMA:**

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable Rural Development through professional management.

**Role Description:**

- Monitor, screen and respond to incoming correspondence from current and potential clients in the Research, Consulting and Training (RCT) office as per the instructions of the faculty chair.
- Arrange and compile data relating to research, consulting and MDP and make them available in a timely fashion.
- Initiate correspondence and liaisoning with the client organisation and IRMA faculty,
- Assist in the preparation and circulation of consulting and training brochures and reports,
- Assist in KYC of the client organization handling registration of participants in MDPs, collection of the participation fee, payment of bills, preparation of certificates
- Coordinate with the RCT office in areas of data pertaining to research publications of faculty, consulting and training.
- Collect feedback from consulting and MDP client organizations, besides collecting feedback from MDP participants.

The incumbent shall be required to assist Deputy Manager in managing the RCT office.

**Selection Criteria:**

The incumbent should be a Graduate in any discipline. The incumbent should preferably possess a minimum of two years of working experience. The incumbent should also be well-versed to work in a computerized environment. S/he should be good at oral and written communication in English and Hindi/Gujarati.

**Age:**

The Incumbent should be in the age group 25-30 years.



**Remuneration:**

The appointment will be made purely on a three-year contract. The remuneration will be commensurate with the candidate's qualifications, experience, and alignment with the position. The remuneration will include all the monthly emoluments and Institutional benefits as per the rules and regulations.

**To Apply:**

Interested candidates may please apply online by April 12, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>. Please mentioned in your CV for which position you have applied.

**Please Note:**

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable.

IRMA is committed to equal opportunities and inclusion of all social groups including people belonging to minority groups, Gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes and persons with disabilities.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview.

Only short-listed candidates will be called for the interview.

No correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.