



Job Title: Consultant - (Accreditation and Alumni Office)

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

About IRMA:

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

Role Description:

- Coordination with the Accreditation agencies like NAAC, and NBA on a regular basis to remain updated on the requirements and changing guidelines.
- Coordination with relevant department at IRMA to collect the data required for preparing reports and other documents for NAAC and other agencies.
- Submitting the required data from IRMA for annual business school ranking to ensure improved performance of IRMA in these rankings.
- Maintain books of accounts of the IRMA Alumni Association (IAA), finalize quarterly and annual accounts. Maintain records of IT Returns, Annual Financial Statements etc
- Maintain all physical files of Accreditation and Alumni Office including IAA.
- Manage emails, local correspondence with alumni from IRMA and IAA.
- Maintain agenda book, minutes book, General Body notices of IAA

Selection Criteria:

The applicant should be a postgraduate with specialization in marketing / Human resource management/ Communication or related field with at least two years of relevant experience.

Age:

The age should preferably be around 25-35 years.

Nature of Appointment

Initially the position will be offered for one year with a three-month probationary period. Based on the performance, and institutional requirements, it may be extended.



Remuneration:

The consultancy fees will be Rs. 50,000/- to Rs.55,000 /- per month.

To Apply:

Interested incumbents may apply online by July 7, 2024 i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>.

Please Note:

The IRMA Director reserves the right to relax the advertisement's prescribed selection criteria if a suitable applicant is found fruitful for the position.

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of many applications.

Only short-listed candidates will be called for the interview, and no correspondence/interim enquiries/telephonic enquiries will be entertained.

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 incumbents eligible to be called for an interview.