



Job Title: Assistant (MDP)

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 Summary:

Job Holder's main responsibility will be to handle incoming messages from current and potential clients. S/he will follow the instructions provided by the Dean/Associate Dean in responding to these communications. The person will be responsible for gathering and organizing data related to MDP efficiently.

Role Description:

- Monitor, screen and respond to incoming correspondence from current and potential clients in the MDP office as per the instructions of the Dean and Associate Dean (MDP & RCT).
- Arrange and compile data relating to MDP and make them available in a timely fashion.
- Initiate correspondence and liaising with the client organization and IRMA faculty,
- Assist in the preparation and circulation of 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 etc.
- Collect feedback from consulting and MDP client organizations, besides collecting feedback from MDP participants.

The Applicant should:

- A Graduate in any discipline.
- Preferably possess two years of work experience.
- Be well-versed in working in a computerized environment.
- Good at oral and written communication in English and Hindi/Gujarati.



Age:

The Applicants age should be in the group of 25 to 30 years.

Nature of Appointment

The position would be purely for three years on a contractual basis. Based on the performance, and institutional requirements, it may be extended.

Remuneration:

The consolidated remuneration will be Rs.15,000/- per month. 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 August 20, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>.

Please Note:

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

Applicants not found suitable for the position may be considered for a lower position or on a lower pay scale or on an appropriate consolidated salary on contract.

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

Only short-listed candidates will be called for the interview, and no correspondence/interim enquiries/telephonic enquiries in the matter 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 an applicant's eligible to be called for an interview.