



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*Invites applications for*

### **Manager - Liaison & Language**

Indian Institute of Management Ahmedabad (IIMA) is looking for a Liaison Officer to act as a focal point with external governmental authorities and ensure smooth communication between Institute & different authorities and ministries. The candidate will also monitor the implementation of the Official language Policy of the Government of India at the institute and attend to all matters related thereto.

#### **Job Responsibilities:**

- Build and maintain relationships with the various government officials, different ministries and among local authorities. Acting as a mediator between Institute and them.
- The candidate will be responsible for ensuring compliance with the Official language policy of the Central Government in accordance with the Official Language Act 1963.
- Ensure timely approval of Principal Agreement, Sub-Agreements, MOUs and any other relevant agreements between Institute and the government authorities.
- To work as Central Public Information Officer (CPIO) and oversee the processing of RTI requests, ensuring timely provision of information and assist individuals seeking information in coordination with the relevant departments. Additionally, supervising the work of Assistant Central Public Information Officer (APIO) to ensure efficient handling and forwarding of RTI applications and work related thereto.
- Coordinate, arrange, and attend meetings with external authorities as required.
- Collect and submit progress and other periodic reports and applications to relevant ministries.
- Update governmental liaison trackers
- Compliance of Annual program issued by the Ministry of Home Affairs, Official Language Department and Ministry of Education.
- Translation and supervision of translation of Institute Publications, including the Institute Annual Reports.
- Translating the documents from English to Hindi/Gujarati and vice-versa and take care of all work related to implementation of Official Language policy.
- Supervision of staff in Hindi Cell.
- Correspondence with the TOLIC/OLIC related to Official Language policy.
- Preparation of Speeches and messages and Publications of books/ magazines, pamphlets and other literature in various language like English, Hindi and Gujarati, etc.
- Organize various events like Hindi Month/Fortnight/Week and International Mother Tongue Day with various competitions at the Institute.
- Organize Workshop, trainings and various examinations under the Ministry of Home Affairs, Official Language Department and Ministry of Education
- Any other work as may be assigned by the Higher Authorities of the Institute from time to time.

**Educational Qualifications, Experience:**

- Master's degree from a recognized university in any field, with Hindi as one of the subject or as a medium of examination at Masters or bachelor's level.
- Minimum 7 years of experience in liaison work and possess knowledge of government policies related to implementation of official language.
- Preference would be given with candidates who are well versed with Gujarati language.

**Reporting to:** Chief Administrative Officer

**Age:** Maximum 45 years on last date of application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

**Salary & Allowances:** Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 10 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **September 03, 2025**.

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