



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

RECRUITMENT OF NON-TEACHING STAFF

ADVT. NO. IIMV/HR/RECTT./NTS-R/01/2025 DATED 08-02-2025

Indian Institute of Management Visakhapatnam invites applications from eligible candidates for the following positions on Regular Basis.

S. N	Position	7 th CPC Pay Level	Department/Cadre	No. of Posts	Total posts & Reservation
1	Junior Superintendent	Pay Level 6	Raj Bhasha Hindi Vibhag	01	01 (UR-1)

i	Position name	Junior Superintendent
ii	Pay Level & Group	Pay Level 6 as per 7 th CPC, applicable for IIMs - Group B
iii	No. of posts	01 (One)
iv	Category	UR-01
v	Department	Raj Bhasha Hindi Vibhag
vi	Age Limit	Not exceeding 30 years
vii	Educational Qualifications	Essential: i. Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or ii. Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or iii. Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or iv. Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or v. Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND

		Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years of experience in translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.
viii	Work Experience	Preferred: (1) Experience in a Centrally Funded Technical Institution (2) Excellent communication skills (oral and written) and excellent inter-personal skills.
ix	Job description	1. Translation work from English to Hindi and from Hindi to English. 2. To make the officers & employees aware of the Official Language Policy of the Union Government and the provisions & orders of the Official Languages Act; to provide help for the compliance and make them comply. 3. Hindi Training - Hindi Language, Hindi Typing / Stenography and Training for working in Hindi on computers. 4. To organise the meeting of the Official Language Implementation Committee, to prepare agenda and minutes and to coordinate the actions taken on the decisions of the OLIC. 5. To contact the TOLIC/ Department of Official Languages, MHA through proper channel for activities related to implementation in Hindi language in the Institute 6. To prepare supporting and reference literature. 7. To organise Hindi workshop/ Hindi Day, Hindi week / Fortnight / Month and other related events. 8. Works regarding inspection of the Parliamentary Committee on Official Language and Actions to complete the assurances. 9. To prepare and send the Quarterly progress report regarding Official Language Implementation to the TOLIC/Ministry etc. 10. Hindi Translation of Annual Report, Newsletter and other publications of the Institute. 11. Preparing Bilingual format of all forms and standard drafts used in the institute. 12. Hindi Translation of Institute's Website. 13. Facility of Hindi Software / fonts on computers. 14. Training of Google Voice Typing and similar tools in Hindi. 15. Any other task as assigned by the authorities concerned.

General Terms & Conditions

1. Eligibility, Age, Qualifications & Experience

- a. Only Indian national need to apply.
- b. All qualifications acquired must be recognized in law.

- c. The candidates must possess Essential Educational Qualification on or before the closing date for receipt of applications.
- d. Age and experience requirements shall be reckoned as on the closing date of the advertisement. Duration of PhD (if any, and experience acquired therein) will not be counted as experience.
- The candidates who are employed in regular service (and currently working) in Central Government and Institutions of National Importance (as declared by the Government of India) shall be considered as 'Departmental Candidates' for the purpose of relaxation in upper age limit in direct recruitment, as per Gol regulations. This relaxation is applicable for the candidates in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts advertised.
 - Candidates holding analogous positions (preferably in CFTIs) are eligible for relaxations in upper age limit, as decided by the Institute.
 - The upper age restriction is not applicable to staff members in regular service in the Institute, for applying for a position advertised for direct recruitment.
 - Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
- e. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) shortlisting and selection; (v) offer of appointment on regular or contract basis. No request or correspondence of any kind in this regard would be entertained.
- f. Suitable relaxations may be considered for candidates working in similar positions/areas in Central Government Organizations, Central Autonomous Bodies, Institutions of National Importance, or Central Universities, as deemed appropriate.
- g. No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- h. The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.

2. Selection Process:

- a. The Selection Process will be in two stages, followed by document verification.

Stage: 1 – Written Test: consists of 2 papers as under:

Paper	Mode	Subject	No. of questions/ Max marks	Duration
Paper- I	Multiple choice questions	i) General Hindi ii) General English	50/50 50/50	1½ hours
Paper- II	Descriptive	Translation & Essay	100 marks	1½ Hours

- i. **Paper-I** (Objective test) The questions will be designed to test the candidate's understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.
- ii. **Paper-II** (Translation and Essay): This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

Stage: 2 – Skill Test:

A computer-based skill test to test the candidates typing skills in Hindi and English.

- b. **Document Verification (DV)** will be conducted by the Institute after declaration of the final result of above tests. Candidates will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of requisite educational qualifications and/or work experience, in original as proof of having acquired the minimum educational qualification and possess work experience as required, on or before the stipulated date, during document verification. Otherwise, their candidature will be cancelled
- c. No charges towards travel or any other expenses are reimbursed to the candidates attending the written test and skill test.
- d. The detailed schedule of tests will be communicated to the eligible candidates separately.

3. Place of Posting:

- a. The place of work is the Institute's permanent campus located in Gambheeram Village in Anandapuram Mandal, Visakhapatnam.
- b. The positions in similar cadres are fungible/inter-changeable across the cadres in the Institute. The selected candidate may be posted in or transferred to any cadre, centre, cell, area, function, department at any time that the Institute deems fit and in public

interest. Accordingly, the duties and responsibilities and/or the reporting relationship of the incumbent may change, depending on work-requirements, at any time. Also, appropriate designations may be given by the Institute, specific to such work-domain(s).

- c. The Institute reserves the right to transfer the incumbent to any Campus/Centre that it may open at any other location in India, in future.

3. Vacancies and Positions:

- a. The number and nature of vacancies may vary during the recruitment process.
- b. The Institute reserves the right not to fill the advertised position; or cancel the entire advertisement without assigning any reason and without incurring any liability. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or the recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- c. Candidates not found suitable in the selection process for the position advertised, may be offered a position at lower pay-level (or) on contract if their work experience and performance are considered merit-worthy by the relevant Committee(s).
- d. The Institute may shortlist and/or select suitable number of candidates to address present and future requirements.
- e. Probation period will be for 2 (two) years for positions in pay level 6 of 7th CPC.

4. Disqualification:

- a. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, the offer appointment may be cancelled, withdrawn; or service terminated forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- b. Applications which are not in prescribed form, filled incorrectly or incomplete may be rejected outright. No correspondence will be entertained in this regard.
- c. Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- d. In case of any inadvertent error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication, offer or appointment made to the candidate, without incurring any liability whatsoever.

- e. Canvassing in any form will be a disqualification.

5. Other Terms & Conditions:

- (a) The Institute strives to have a workforce with gender balance and hence, female candidates are especially encouraged to apply.
- (b) All recruitment shall be done on the recommendations of duly constituted Committee(s).
- (c) In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decision of the Competent (Appointing) Authority of the Institute shall be final and binding.
- (d) Disputes (if any) shall be subject to the jurisdiction of competent courts of Andhra Pradesh.

6. How to Apply:

- (a) Interested candidates are invited to apply for the given position using the application format available on the website (www.iimv.ac.in/careers) duly following the instructions contained thereon.
- (b) Candidates employed in Government or Government Organizations
 - i. Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities, PSUs etc.) must apply through proper channel; or produce a No Objection Certificate (NOC) at the time of document verification.
 - ii. The letter of forwarding of application issued by the current organization or a self-declaration for submission of NOC at the time of document verification should be sent along with application.
- (c) Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- (d) Applications must be complete in all aspects and all the documents required in the application should be attached. All information furnished MUST be supported by documentary evidence.
- (e) Incomplete, incorrect and sketchy applications, applications submitted in any other format are liable to be rejected.
- (f) Except the documentation sought as above, no other certificate or documentation need be attached or provided, at the stage of submitting the application. Such proof would be sought later, ONLY from short-listed applicants.

- (g) IIM Visakhapatnam is not responsible for any delay in submission of application due to any reason.
- (h) Applications submitted in any other format or after the closing date will not be accepted.
- (i) **Closing date & time for submission of applications is: 07-03-2025 @ 17:00 Hrs**
- (j) The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence, whatsoever, shall be entertained from applicants not shortlisted for interview or not selected for appointment.
- (k) Completely filled-in application along with specified attachments should be sent by post/courier to the address below. The envelope containing the application should be superscribed as 'Application for the position of Junior Superintendent (Raj Bhasha)'

THE CHIEF ADMINISTRATIVE OFFICER (HR)
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GAMBHIRAM VILLAGE, ANDANDAPURAM MANDAL
VISAKHAPATNAM, ANDHRA PRADESH
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