



वैकुंठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान

VAIKUNTH MEHTA NATIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT

राष्ट्रीय सहकारी प्रशिक्षण परिषद का एक राष्ट्रीय संस्थान,

A National Institute of the National Council for Cooperative Training,

सहकारिता मंत्रालय, भारत सरकार

Ministry of Cooperation, Government of India

Savitribai Phule Pune University Road, Pune - 411 007, Maharashtra, India

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NOTIFICATION OF APPLICATION FOR PROGRAMME OFFICER, PLACEMENT OFFICER AND ACCREDITATION OFFICER (ON CONTRACT)

VAMNICOM invites online applications for the various positions on following terms and conditions:

PROGRAMME OFFICER

PLACEMENT OFFICER

ACCREDITATION OFFICER

About VAMNICOM

VAMNICOM plays a pivotal role in strengthening the cooperative sector through its integrated training, research, and consultancy initiatives. It conducts national and international programmes to enhance managerial, financial, and technical competencies of professionals in cooperatives, agriculture, and rural development. Its research addresses emerging issues in cooperative management, agri-business, financial inclusion, and rural credit, supporting evidence-based policymaking. The Institute also undertakes consultancy projects for cooperative departments, federations, financial institutions, and international agencies on organizational restructuring, business development, capacity building, modernization, and policy formulation.

VAMNICOM, Pune, functions under the National Council for Cooperative Training (NCCT), promoted by the Ministry of Cooperation, Government of India. It offers four long-duration programmes—DCBM, PGDM-Agri-Business Management, PGDM-Cooperation, and a BBA in Cooperative Banking and Finance—with both PGDM programmes approved by AICTE. The Institute is also the first affiliated institution of the "Tribhuvan" Sahkari University (TSU), established as a National University and Institute of Eminence in 2025.

It hosts executives from various developing countries and collaborates with NICD (Sri Lanka), ACCU (Thailand), and the Cooperative College of Malaysia. VAMNICOM along with Centre for International Cooperation and Training in Agricultural Banking (CICTAB) provides specialized training in agricultural and rural banking for SAARC nations, enhancing regional cooperation and capacity building.

Nature of appointment: The candidate will be initially appointed for a period of one year, their performance will be assessed on yearly basis. The tenure of contract may be extended on satisfactory performance. No further extension of tenure beyond five years is permissible.

i) **Pay:** Salary will be fixed in accordance with the norms prevalent in the higher education sector.

ii) **Essential Qualifications for the posts is mentioned as under:**

1) Programme Officer :

Sr. No.	Name of the Post	Educational Qualification and Experience
1.	Programme Officer	Eligibility : a) A Master's degree with at least 55% marks (or equivalent grade) in Management/ Commerce/ Economics/ Cooperative Management/ Social Science or allied discipline from a recognized University/ Institution. Essential Experience : Minimum 05 years' experience in academic administration, programme coordination, examination work, MDP/ FDP coordination, student affairs or Institutional administration in Universities/ AICTE approved Institutions/ Autonomous Bodies. Desirable : Ph.D/ NET/SLET/SET qualification and experience in academic administration or programme coordination. Age: The maximum age limit shall be 50 years.
2.	Placement Officer	Eligibility : a) A Master's degree with at least 55% marks (or equivalent grade) in Management/MBA/PGDM/HRM/ Commerce/ Economics or allied discipline from a recognized University/ Institution. Essential Experience : Minimum 05 years' experience in Training & Placement, Corporate Relations, Industry Liaison, Career Services or Campus Recruitment activities in AICTE approved Institutions/ Universities/ reputed organisations. Desirable : Ph.D/ NET/SLET/SET qualification and certification/ training in placement, employability or industry engagement. Age: The maximum age limit shall be 50 years.

Sr. No.	Name of the Post	Educational Qualification and Experience
3.	Accreditation Officer	Eligibility : a) A Master's degree with at least 55% marks (or equivalent grade) in Management/ Commerce/ Economics/ Statistics/ Data Analytics/ Cooperative Management or allied discipline from a recognized University/ Institution. Essential Experience : Minimum 05 years' experience in accreditation, quality assurance, academic audit, institutional ranking, compliance management or academic administration in Universities/ AICTE approved Institutions/ Autonomous Bodies. Desirable : Ph. D/ NET/SLET/SET qualification and certification/ training in NBA/ NAAC accreditation and quality assurance systems. Age: The maximum age limit shall be 50 years.

Note

- The Institute reserves the right to cancel the recruitment process at any stage without assigning any reason.
- The maximum age-limit prescribed for recruitment to a service or post shall be increased by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and by 3 years in the case of candidates belonging to OBCs and all other age relaxation of government norms.
- Only shortlisted candidates will be called for the interview. Candidates who meet the prescribed qualifications, experience, and other eligibility criteria should apply.
- Applicants should enclose all copies of certificates along with the application. All relevant documents must be produced in original at the time of the personal interview for verification.
- No correspondence will be entertained with candidates who are not shortlisted for the interview or not selected for the appointment.

Terms & Conditions

- In case the performance of the selected candidate is found unsatisfactory, his/her services may be terminated by giving one month's notice or salary in lieu thereof. The appointee may also leave the contractual position by giving one month's notice or salary in lieu thereof.
- The appointee will be entitled to 15 days of leave in a calendar year, which cannot be carried forward. Any leave taken beyond 15 days will be treated as leave without pay.
- Candidates appointed on a contractual basis will not be eligible for any allowances other than the consolidated monthly remuneration and will not be entitled to any terminal benefits upon completion of the contract.
- The selected candidate will be governed by the conduct rules applicable in NCCT/VAMNICOM.
- The appointee is required to attend office during the working hours and working days of the Institute, and may be required to attend office on holidays if necessary.
- The appointee must maintain confidentiality regarding all work assigned by the Institute.

- g) The selected candidate must produce all original certificates and documents at the time of the interview for verification of eligibility.
- h) Residential accommodation within the campus may be provided as per the Institute's policy.
- i) For outstation programmes or official visits, the appointee will be provided boarding and lodging or TA/DA as per the rules applicable in NCCT/VAMNICOM and as per the entitlement of the post.
- j) For any clarification or interpretation of these guidelines, the decision of VAMNICOM shall be final and binding.

APPLICATION PROCEDURE :-

Interested candidates may apply in the prescribed format given in the Annexure (Application Form) relevant to the post. The duly filled online application form should be submitted via email to **recruitment@vamnicom.ac.in**. This is a rolling advertisement and shall remain open until the positions are filled.

Date :- 28/07/2026

**Sd/-
REGISTRAR**



VAMNICOM, Pune

Job Chart and Responsibility for the post of Programme Officer (Long Term Programmes), VAMNICOM, Pune

(PGDM-ABM, PGDM-Cooperation, BBA- CBF, BBA- ABM, DCBM)

The expansion of long term academic programmes requires centralized coordination to ensure academic quality, regulatory compliance (AICTE), and seamless programme execution.

- 1) Planning and coordination of all long – term academic programmes/ events.
- 2) Ensuring compliance with AICTE/UGC- norms /Institutional requirements, academic regulations, and accreditation requirements.
- 3) Preparation of academic calendars, timetables and course allocation.
- 4) Coordination with faculty for course delivery, evaluations, and student progress.
- 5) Monitoring attendance, academic performance, and programme outcomes.
- 6) Handling Student – related academic issues and coordination with administration.
- 7) Maintenance of programme records, reports, and regulatory documentation.
- 8) Support in admissions, orientation, examinations, and result processing.

Job role and responsibility for the post of Placement Officer

The Placement Officer shall be responsible for planning, coordinating, and implementing all placement, internship, industry interaction, and career development activities of the Institute. The major duties and responsibilities include:

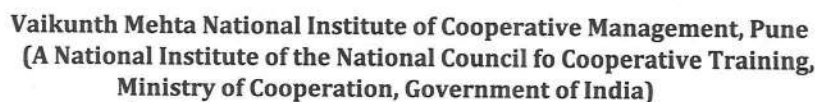
- 1) Coordinate campus placements, internships, recruitment drives, and live projects/fieldwork for students.
- 2) Develop and maintain effective linkages with industries, corporate organizations, cooperative institutions, and employers to enhance placement opportunities and establish industry collaborations.
- 3) Organize career guidance, employability enhancement, entrepreneurship, and skill development programmes for students.
- 4) Arrange pre-placement talks, guest lectures, job fairs, campus recruitment programmes, and industry interactions.
- 5) Coordinate with academic departments to facilitate placement-related activities and ensure students' readiness for employment.
- 6) Maintain placement records, employer database, placement Management Information System (MIS), placement statistics, internship records, and related data.
- 7) Prepare placement reports, Memoranda of Understanding (MoUs), employer correspondence, and other placement-related documentation.
- 8) Strengthen alumni and employer engagement to expand recruitment opportunities and enhance industry networking.

- 9) Monitor and strive to improve placement percentage, quality and number of recruiters onboarded, internship facilitation, and industry collaborations.
- 10) Obtain and analyze employer and student feedback to continuously improve placement services and employability initiatives.
- 11) Perform any other duties assigned by the Competent Authority from time to time.

Job Chart and Responsibility for the post of Accreditation Officer, VAMNICOM, Pune

The Accreditation Officer shall be responsible for planning, coordinating, and implementing accreditation, quality assurance, regulatory compliance, and institutional ranking activities of the Institute. The major duties and responsibilities include:

- 1) Coordinate accreditation, regulatory approval, and quality assurance processes relating to NAAC, NBA, AICTE, and other statutory or regulatory bodies.
- 2) Prepare, compile, and ensure timely submission of Self-Study Reports (SSR), Annual Quality Assurance Reports (AQAR), accreditation applications, compliance reports, and other statutory documentation.
- 3) Maintain institutional data, Management Information System (MIS), records, key performance indicators (KPIs), and documentary evidence required for accreditation, ranking, and regulatory compliance.
- 4) Develop, implement, and monitor quality assurance frameworks, best practices, internal quality initiatives, and continuous improvement measures across the Institute.
- 5) Liaise and coordinate with regulatory authorities, accreditation agencies, academic departments, and other stakeholders to ensure timely compliance with accreditation and statutory requirements.
- 6) Monitor institutional rankings, benchmarking, accreditation outcomes, and compliance status, and recommend corrective measures to achieve continuous quality enhancement and successful accreditation outcomes.
- 7) Perform any other duties assigned by the Competent Authority from time to time.

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Ph.D Details

Name of Recognised University Board	Year of Completion of Ph.D	Subject

UGC/CSIR/NET/SLET/SET Details

Name of Recognised University Board	Year of Completion of UGC/CSIR/NET/SLET/SET	Subject

Details of Research / Publications/ Articles

[illegible]

Experience Details :

[illegible]

Total Experience					
Last salary drawn (Rs.)					
Scholarship/ Honours and Rewards :					
Reference :					
Any Other information :					
Statement of Purpose (in Maximum 500 words) - Regarding Suitability of Candiate for the job :					
Declaration					
I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.					

I also declare that all original relevant documents including Last Pay drawn Certificate will be produced at the time of Certificate Verification

Date :-

Name

Signature :