



Institute of Rural Management Anand
P B No. 60, ANAND – 388 001

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Post Graduate, Fellow Programme and Mid-career/in-service education, research and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-round sustainable rural development through professional management.

IRMA Requires

Assistant (MDP)

Job Profile

The incumbent shall be required to assist in managing the MDP. This includes liaising with the client organizations, programme participants, faculty and various sections of IRMA; preparation and circulation of training calendar and programme-wise brochure to potential clients; registration of participants, collection of the participation fee and payment of bills, preparation of teaching kit; logistics arrangement for participants, the arrangement of field visits; coordinate and service the needs of participants; preparation of certificate kit; support to visiting/guest faculty; organize feedback session and manage participants database. S/he should be ready to undertake any responsibility assigned to him/her from time to time.

Qualification and Experience :

The incumbent should be a Graduate in any discipline with at least 55% of marks. The incumbent should possess a minimum of two years of working experience. The incumbent should also be well versed to work in a computerized environment. S/he should be good in oral and written communication in English/Hindi/Gujarati.

Age: Maximum age limit 30 years (as on 18 October 2020).

Remuneration and tenure:

The appointment will be made purely on contract basis for three years with a one-year probation. The remuneration shall be offered in the range of Rs.12,000/- to Rs.15,000/- per month depending upon qualification and experience of the incumbent.

The Director, IRMA reserves the right to make relaxation in the prescribed qualifications/ experience if otherwise found suitable at his discretion depending upon the requirement of the Institute at that point of time.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for the recruitment process. Only shortlisted candidates will be called for the same. No correspondence / interim enquiries in any manner in the matter will be entertained.

Interested candidates may apply online by 18 October 2020 at <https://www.irma.ac.in/careers/careers.php>; please ensure that the application contains a statement of interest and detailed Curriculum Vitae.