



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Date: November 14, 2024

CORRIGENDUM-1

Non-Teaching Recruitment (On-Contract) Notification

Advertisement No. EST-II/A-02/2024/002 dated:16.10.2024

This is with reference to the Recruitment Notification No. EST-II/A-02/2024/002, dated:16.10.2024 inviting applications for the Non-Teaching positions on a Contract Basis. It is hereby informed that the following position is included in the above notification:

Sl. No.	Name of Post	No. of Post
1	Assistant Manager (EEC Development Activities)	1

For full details regarding qualification, experience, terms & conditions, and other requirements, please visit our website: <https://www.iimtrichy.ac.in/careers-non-teaching>.

Last date for submission of Application for all the positions (on-contract) along with all supporting documents through online portal of IIM Tiruchirappalli has been extended up to **30.11.2024, IST 05.30 pm.**

Other instructions mentioned in the Recruitment Notification No. EST-II/A-02/2024/002 dated:16.10.2024 remains the same.



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Assistant Manager (EEC Development Activities) (On Contract)

Tenure: Up to Two Years (Extendable based on the institute's need and candidate's performance)

Salary: Consolidated Salary Rs. 55,000/- per month.

Upper Age Limit: Up to 58 years.

Essential Educational Qualification and Experience:

- Degree in any Discipline from a recognized University/Institute with knowledge of Computer Operations.
- 10 years of experience with at least 5 years of relevant post-qualification experience in reputed organizations including educational institution(s).

Preferred Qualifications:

- Exposure to marketing Executive Education Programmes is desirable and those having a similar experience at institutes such as IIMs, IITs, NITs, etc., or Premier B schools will be preferred.
- Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx)
- Post-graduate Degree in any discipline with a Post-Graduate Diploma in Management in any specialization with knowledge of Computer Operations (OR) Post-graduate Degree in Management (MBA or equivalent) in any specialization with knowledge of Computer Operations (OR) Engineering Degree with a Degree/ Diploma in Management in any specialization with knowledge of Computer Operations. The degree should be obtained from a recognized university/institute.

Expected Key Skills:

- Excellent Oral and Written Communication in English.
- Good attention to detail and a logical thought process to analyze qualitative and quantitative data.
- Design and Development of marketing and communication materials.
- Drafting of requests for proposals (RFP) and responding to the RFPs.
- Effective executive communication skills to manage and grow clients.
- Ability to work well under pressure.
- Flexibility to adjust work hours during the Programmes.
- Proficiency in the usage of MS PowerPoint, Excel, and Word.



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Job Description:

1. Promotion of Management Development Programmes (MDPs) and In-Company Training Programmes through various means to reach out the clients by writing letters, emails, telephonic conversations, printing and distributing programme brochures, understanding the current trends in the training market, getting data on the training budget of prominent organizations, understanding the best practices of comparable institutes, etc., and help conducting the programmes smoothly.
2. Taping the training space and opportunities for optimum use of facilities available in IIMT Chennai Centre.
3. Any other tasks assigned as per the requirement of the institute.

Sd/-

Chief Administrative Officer i/c