



## NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT

(An Autonomous Organization of Ministry of Agriculture and Farmers Welfare, Govt. of India)

Rajendranagar, Hyderabad, 500 030

MANAGE invites applications from eligible candidates to work as "Consultant" in the School of Agri-business Management. The eligibility and other details are given below:

Name of the Center	School of Agri-Business Management
Name of the Position	Consultant - PGDM (ABM)
Essential Qualification and Experience	<ol style="list-style-type: none"><li>1. Should be a Post Graduate in 'Business Administration'.</li><li>2. Should have Technical Skills viz., Higher Type Writing Certificate and Computers (PGDCA).</li><li>3. Should have knowledge of Admission procedures in PGDM (ABM) Institute.</li><li>4. Should have a minimum of 5 years of Experience in Management of Administration and Training work in reputed B-School, preferably PGDM (ABM) Institute.</li><li>5. Ability to deal with the approval processes of AICTE, AIU, NBA and National Academic Depository (DigiLocker).</li><li>6. Should have experience in managing PG examination cell.</li></ol>
Desirables	<ol style="list-style-type: none"><li>1. Good English Communication Skills</li><li>2. Experience in managing day to day correspondence of the Principal Coordinator with stakeholders</li></ol>
No. of Positions	One
Place of Work	MANAGE, Hyderabad
Duration of Assignment	Initially for one year, extendable further based on performance and requirement.
Duties	<ul style="list-style-type: none"><li>• Management of Marks</li><li>• Management of Attendance</li><li>• Management of Examinations</li><li>• Implementing trimester wise schedules</li><li>• Maintaining guest faculty database and student database</li><li>• Assisting in Admission Process</li><li>• Assisting in Approval Process (AICTE, NBA &amp; AIU)</li><li>• Assisting in collection of information for B-School Surveys</li><li>• Preparing approval and settlement notes for all the activities assigned by the Principal Coordinator PGDM (ABM)</li><li>• Filing and indexing of student personal files</li><li>• Assisting in conduct of training programs</li><li>• Assisting in conduct of all PGDM (ABM) events</li><li>• Any other duties assigned by the Principal Coordinator PGDM (ABM)</li></ul>
Monthly Salary	Rs.45,000/- Per Month
Age	Up to 35 years
Apply to	CV along with qualifications and experience certificates should be sent to Principal Coordinator PGDM (ABM) at <a href="mailto:anandreddy@manage.gov.in">anandreddy@manage.gov.in</a> on or before 27 <sup>th</sup> March, 2023 by 1 PM.  <b>Only shortlisted candidates will be called for interview.</b>
Tentative Date & Time of Interview	29 <sup>th</sup> March, 2023 at 10:30 AM

Principal Coordinator PGDM (ABM)