



## **Institute of Rural Management, Anand (IRMA)**

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute offering Postgraduate and Doctoral programs in Rural Management. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

### **IRMA Requires Conference Officer**

Applications are invited for the position of Conference Officer to extend support to the conference secretariat of SMF – 2022 and ICMIAM-2022 and the respective organizing chairs.

#### **Job Profile**

The responsibilities of the Conference Officer will include the following:

- Assisting organizing chairs of SMF-2022 and ICMIAM-2022
- Provide Support to the conference secretariat
- Any other work assigned by the organizing chairs

The person is required to be stationed at Anand during the employment period. S/he will directly report to the concerned organizing chairs.

#### **Essential Qualification**

- A. Master's Degree or equivalent from a recognized university/institute
- B. Excellent command over spoken and written English
- C. Proficiency in Hindi language is desirable
- D. Proficiency in handling MS office
- E. Desirable qualifications: preferably master's degree in Mass Communications / Business Administration.

#### **Remuneration and Tenure**

The appointment will be made on a contractual basis for six months with a consolidated remuneration of Rs.30,000/- per month based on qualification and experience.

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications /experience if found suitable.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for an interview. No correspondence/interim inquiries/telephone inquiries in the matter will be entertained.

#### **Application deadline**

Interested candidates may apply online at <https://www.irma.ac.in/careers/careers.php> by August 25, 2022. Please ensure that the application contains a statement of interest and a detailed Curriculum Vitae.