Institute of Cooperative Management सहकारी प्रबंधन संस्थान

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सहकारी प्रबंध संस्थान, तिरुवनन्तपुरम्
Institute of Cooperative Management
Thiruvananthapuram

(An Institution of National Council for Cooperative Training (NCCT), New Delhi, an Autonomous Body promoted by Ministry of Cooperation, Govt. of India, New Delhi)

| 01/ICMTVM/25-26 | **VACANCY CIRCULAR** | Dated: 10-04-2025 |

The Institute of Cooperative Management Mudavanmugal, Poojappura, Thiruvananthapuram. 695012 invites applications from suitable candidates for filling up the post of lecturer at our Institute on contract basis, initially for a period of 3 years:

Sl. No.	Name of the post	Pay range	No of posts	Type of recruitment	Place of posting	Age
1	Lecturer	40,000-90,000	3	On contract basis	ICM, Trivandrum	Upto 60 years

Eligibility:
(i) A Master's Degree with minimum 55% marks in Business Administration/Agriculture/Computer Applications/ Commerce/Cooperation/Law/Engineering (Computer Science / Information technology/ Data Science).
(ii) Ph.D,/ NET/ SLET/ SET in the concerned/allied/relevant discipline
(iii) A minimum of two years of teaching experience
(iv) experience in Cooperative management/ administration will be an added advantage

Tenure of Contract: The candidate will be initially appointed for a period of 3 years. However, their performance will be assessed on yearly basis. If their performance is satisfactory they will be continued for the agreed tenure. The tenure of contract may be extended for further period of two years on satisfactory performance. No further extension of tenure beyond five years is permissible.

Annual Incentive: The person will be given 5% annual increment on the consolidated remuneration as an incentive amount if his/her performance is found satisfactory. However, every year extension of services on the basis of performance with 5% increment shall be done at the level of Secretary, NCCT. Annual increment beyond 5% to 15% may be considered on extraordinary performance of the lecturer and Institute may recommend his/her case with justifiable reasons supported with documentary evidence to NCCT HQ for consideration of Competent Authority.

Monthly remuneration:
 Range of Consolidated Remuneration for the post of lecturer is between Rs.40000-90000.

(a) There will be no other allowance(s) in addition to the aforesaid monthly consolidated remuneration.

(b) The consolidated remuneration may be fixed between the range as mentioned above on the basis of candidate capabilities and merits of the case and last pay drawn.

(c) The remuneration of selected candidate shall be fixed within the given range, according to the qualification and experience of the candidate subject to the condition that it shall not be in excess of 10% of last pay drawn by the candidates in previous employment.

TERMS AND CONDITIONS FOR APPOINTMENT OF LECTURER (ON CONTRACT BASIS):

1. In case the performance of the person so appointed is found unsatisfactory, his/her services will be terminated any time after giving one month's notice without giving any reason thereof or pay in lieu thereof. In case of resignation from the post, one month's notice or pay in lieu of notice period shall be deposited.

2. Leave of absence: The person appointed on contract basis will be eligible for 15 days leave in a Calendar Year. It cannot be carry forwarded to next calendar year. Any other leave for any purpose will be considered as leave without pay.

3. Persons so appointed on contract basis will not be eligible for any allowance except consolidated monthly remuneration. He will not claim any terminal benefit on termination of his contractual appointment.

4. The person appointed will come under the ambit of conduct rules as applicable in NCCT.

5. The person so appointed will require to attend respective office during working hours' and days in week. He/she will have to attend the office during holidays in case of exigency of work.

6. The person appointed will require to maintain confidentiality of the work assigned to him/her by the Institute.

7. The person selected for appointment will require to show his all original certificates required for verification for his/her eligibility for the post.

8. In case of outstation program the person so engaged will be provided boarding and lodging or TA/DA as per rules prevalent in NCCT, as per the entitlement of the post.

9. The mere possession of the prescribed essential qualification and experience does not entitle candidates to be called for the interview. Only short listed candidates as per criteria decided by the ICM will be invited for interview.

10. The dates of interview will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change or correspondence address/email/phone from the one given in the application form should at once be communicated to ICM.

11. Candidates are advised to visit the ICM website at regular intervals for the updates.

12. The ICM shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

13. All appointments shall be made provisionally subject to verification of documents. The ICM shall verify the documents and antecedents of the applicant at the time of interview/joining. In case, it is found at any point of time that any document/information submitted by the applicant is false or the applicant has suppressed/concerned any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.

14. The ICM reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The ICM reserves the right not to fill up the vacancy as advertised. The decision of ICM shall be final and no appeal in this regard shall be entertained.

15. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completion of other formalities.

16. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty prescribed by ICM.

17. Candidates must be ready to handle classes for MDP's (in campus & off campus), Diploma programs and MBA programs

17. The Number of vacancies may be changed at the discretion of ICM.

18. Canvassing in any form will lead to disqualification.

19. For any clarification on these guidelines decision of ICM will be binding.

How to apply:

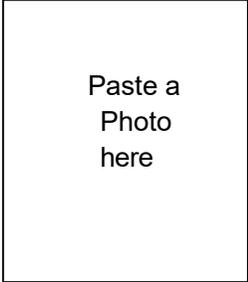Applications (Hard copy) may be forwarded to The Director, Institute of Cooperative Management, Mudavanmugal, Poojappura, Thiruvananthapuram. 695012 in the prescribed format as per Annexure-I within 15 days from the date of this advertisement along with self-attested copies of testimonials.

<div align="right">
Director
Institute of Co-operative management (ICM)
Thiruvananthapuram
</div>

Application for engagement as Lecturer (On contract) at Institute of Cooperative Management (ICM), Thiruvananthapuram, a unit of National Council for Cooperative Training (NCCT), New Delhi.

1. **Name:** ……………………………………………………………….

2. **Father's Name:** ………………………………………………………..

3. **Date of Birth:** ……………………………………………………….

4. **Nationality:** ……………………………………………………….

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5. **Present address (with Pin code, Tel/Mob No. and e-mail address)**

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6. **Permanent Address:**

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7. **Educational/Professional Qualification:**

Sl .No.	Qualification	University/College	Year of Passing	Percentage of Marks

8. **Work Experience:**

Sl. No.	Organisation /Institute	Period		Nature of Work	Post held	Remarks
		From	To			

9. **Reference with Designation, Address and Phone Number:**

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ii) ………………………………………………………………………………………………………
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DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. In case any information furnished by me is found false or suppression of any information, I may be terminated and if required legal action may be taken. I have read the conditions and accept all the terms and conditions for engagement to the post applied by me.

Date…………………………………

(Signature)

Name:……………………………..