



# 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 “**Batch Coordinator, PGDM (ABM)**” 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	Batch Coordinator, PGDM (ABM)
Essential Qualification and Experience	<ol style="list-style-type: none"> <li>1. Post Graduate in Agricultural Social Sciences with bachelor's degree in Agriculture having first division or equivalent overall grade point from a recognized university/institution.</li> <li>2. Good English Communication and Teaching Skills.</li> <li>3. Preference will be given to Ph.D. Agribusiness Management.</li> </ol>
Desirables	<ol style="list-style-type: none"> <li>1. A Minimum 2 years' experience in academic administration, coordination, or programme management, preferably in management or agricultural institutions</li> <li>2. Research Papers in Science Citation Index (SCI)/ NAAS rated <math>\geq 4.0</math> journals.</li> <li>3. Prior experience working in agribusiness/management programmes.</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>• Managing correspondence with AICTE/ NBA/ AIU and other regulatory agencies</li> <li>• Manage and coordinate the day-to-day academic operations</li> <li>• Assist in preparing and executing the academic calendar</li> <li>• Serve as the primary liaison between students, faculty, and administrative offices.</li> <li>• Handling guest lectures, faculty visits, and institutional events.</li> <li>• Settlement of bills for guest faculty and programs organised during academic year</li> <li>• Examination invigilation</li> <li>• Classroom management</li> <li>• Academic Portal Management</li> <li>• Data and Record Management</li> <li>• Confidentiality in handling academic records.</li> <li>• Technical and Administrative Proficiency</li> <li>• Any other duties assigned by the Head &amp; PC (SABM)</li> </ul>
Monthly Salary	Rs.50,000/- Per Month
Age	Up to 35 years
Apply to	<p>Link:  <a href="https://docs.google.com/forms/d/e/1FAIpQLSdWbZHo8ODEIafCd9CfrP8y9RLL6z9KtzLqak_VNwarRt_XuQ/viewform?usp=dialog">https://docs.google.com/forms/d/e/1FAIpQLSdWbZHo8ODEIafCd9CfrP8y9RLL6z9KtzLqak_VNwarRt_XuQ/viewform?usp=dialog</a></p> <p><b>Last Date: 14<sup>th</sup> December 2025</b></p> <p><b>Only shortlisted candidates will be called for interview.</b></p>

-sd/-

Head (SABM)