



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 “**Programme Executive**” 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	Programme Executive
Essential Qualification and Experience	1. Post Graduate in any discipline 2. Good English Communication Skills 3. Prior experience working in PGDM (ABM) or similar programmes.
Desirables	1. Post Graduate Diploma in Computer Application (PGDCA) 2. Experience in records management 3. A Minimum 2 years' Experience in performing the job functions mentioned below
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">• Assisting in the approval process of AICTE, NBA and AIU.• Assisting throughout all stages of the admission process.• Assisting in Classroom Management• Monitoring students attendance (biometric records)• Arranging photocopies of reading material and case studies for students• Assisting in Examination Invigilation• Assisting in the three-stage process of marks and attendance verification.• Accompanying the students for field visits.• Digitizing data, managing files, and maintaining confidential records.• Monitoring cultural events and all other activities conducted after office hours.• Assisting in settlement of bills for all the events of PGDM (ABM)• Assisting in institutional events, guest lectures, and academic workshops.• Accommodation and Transport arrangements to guest faculty• Maintaining Audio Visual Aids (Screen Projectors, Audio Amplifiers, Smart Podiums and Mikes)• Assisting in the application process of B-Schools survey's• Assisting with data entry work for the PGDM (ABM) program.• Assisting in the preparation of PPTs for the PGDM (ABM) program.• Preparing answer booklets for examinations• Any other duties assigned by the Head & Principal Coordinator PGDM (ABM)
Monthly Salary	Rs.36,000/- Per Month
Age	Up to 35 years
Apply to	<p>Link: https://docs.google.com/forms/d/e/1FAIpQLSf2f7L69ssqiAWwLPTCIJxg11H505LgVnJVQJp0MwoDfKCBZg/viewform?usp=publish-editor</p> <p>Last Date: 14th December 2025</p> <p>Only shortlisted candidates will be called for interview.</p>

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Head (SABM)