



## RECRUITMENT OF ACADEMIC ASSOCIATES

### Notification No. C-24/2023-IIMK.HR

Indian Institute of Management invites online applications for selection/ empanelment to the contractual position of Academic Associate in the following Academic Areas.

Academic Area	Eligibility*
Information Technology & Systems	Master's Degree in Computer Science/ Information Technology/Software Engineering. <b>OR</b> MBA (Information Systems)/ MCA
Marketing Management	MBA or equivalent in any discipline <b>or</b> Master's Degree in any related subjects from a recognized university.
Organizational Behaviour & Human Resource Management	Master's Degree preferably in Human Resource Management /Industrial Relations and Personnel Management/ Industrial Psychology/ Industrial Organizational Psychology/ Applied Psychology. <b>OR</b> MBA (OB/HR)
Quantitative Methods & Operations Management	M.E/M.Tech/M.Stat in any discipline with Mathematics/ Statistics as one of the subjects. <b>OR</b> MSc. In Operations Research/ Mathematics/ Statistics or related areas. <b>OR</b> MBA (having mathematics or Statistics as one of the subject in the undergraduate degree).
Finance, Accounting & Control	CA/ ICWA/ M.Com <b>or</b> MBA (Finance)
Remuneration & Allowances	<ul style="list-style-type: none"><li>• Remuneration ₹24,000/- per month</li><li>• Financial support for accommodation @ ₹ 2,000/- per month</li><li>• Telephone allowance of ₹300/- per month</li></ul>
Maximum Age Limit	35 years

*\*In addition, the candidates should have good English communication skills, and should be proficient in MS-Office and Internet usage. Knowledge of statistical tools (e.g. SPSS) is desirable.*

### General Information and Conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 18-04-2023**. **Separate applications should be submitted for each academic area.**
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
3. Empaneled candidates will be considered as and when a vacancy is reported in the area.

4. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed in the online portal.
5. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
6. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
7. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
8. The engagement to the above position will purely be on contract basis for an initial period up to 30-04-2024. Further extensions will be subject to job requirements and performance.
9. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
10. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
11. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
12. Decision of the Director, IIMK regarding the selection will be final.

**Last date for online application is 5:00 p.m. of 18-04-2023.**

Dated: 22-03-2023



*[Handwritten Signature]*  
22/03/2023  
In Charge HR Office



भारतीय प्रबंध संस्थान कोषिकोड  
आई आई एम् कोषिकोड कैम्पस- पी ओ  
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE  
IIM Kozhikode Campus P.O.

### Role of Academic Associates

Following roles are to be performed by the Academic Associates during their tenure at IIM Kozhikode. The list is not exhaustive and therefore, they have to undertake new roles as and when assigned on functional and need basis.

- (a) To assist faculty members in course design. This includes assistance in preparation/revision of course outline, reading materials, class handouts and PPTs.
- (b) To prepare grade sheet using prescribed format.
- (c) Monitoring class participation, marking and tabulation of student attendance
- (d) To perform invigilation duty during examinations and quizzes.
- (e) To aid in class activities/ games conducted for students.
- (f) To work with Virtual Class Room platform/software.
- (g) To support Research Office in conducting of Conferences, seminars, workshops.
- (h) To provide secretarial assistance to faculty members.
- (i) To assist faculty in preparing research report, case writings and academic publications.
- (j) To make use of standard research methods and methodology
- (k) Research related tasks allotted by faculty from time to time. Conducting literature survey and database searches.
- (l) To prepare seating plan of students for each course.
- (m) Other official tasks as allotted by PGP Office.



*Handwritten signature*