



ROLLING ADVERTISEMENT FOR RECRUITMENT
OF ACADEMIC ASSOCIATES
Notification No. C-16/2024-IIMK.HR

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

Academic Areas	Eligibility*
Information Systems	Master's Degree in Computer Science/ Information Technology/Software Engineering. OR MBA (Information Systems)/ MCA
Organizational Behaviour & Human Resource Management	Master's Degree in Human Resource Management /Industrial Relations and Personnel Management/ Industrial Psychology/ Industrial Organizational Psychology/ Applied Psychology. OR MBA (OB/HR) OR MSW
Finance, Accounting & Control	CA/ ICWA/ M.Com or MBA (Finance)
Economics	Post Graduate Degree in Economics and related disciplines.
Humanities & Liberal Arts in Management	MA (Sociology/Psychology/Political Science/Economics/ English) OR MSW or Graduation in Law or Post Graduation in Law.
Quantitative Methods & Operations Management	Any Master Degree with minimum 60 percentage marks.
Marketing Management	MBA or equivalent in any discipline or Master's Degree in any related subjects from a recognized university.
Strategic Management	MA(Economics) or MBA
Remuneration & Allowances	<ul style="list-style-type: none">• Remuneration `24,000/- per month• Financial support for accommodation @ ` 2,000/- per month• Telephone allowance of `300/- per month
Maximum Age Limit	35 years

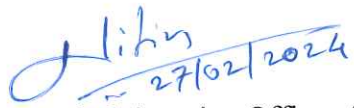
**In addition, the candidates should have good English communication skills, and should be proficient in MS-Office and Internet usage. Knowledge of statistical tools (e.g. SPSS) is desirable.*

General Information and Conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/>. **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. The crucial date for determining the age and experience shall be upon Institute's discretion.
4. Proficiency in Hindi language is desirable.
5. The Institute reserves the right to change/apply appropriate shortlisting criteria in case of large number of applications.
6. Empaneled candidates will be considered as and when a vacancy is reported in the area.
7. 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.
8. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
9. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
10. 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.
11. The engagement to the above position will purely be on contract basis for an academic year. Further extensions will be subject to job requirements and performance.
12. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
13. If selected, engagement will be subject to verification of all certificates and experience at the time of joining. The selected candidate/s has/have to join within a period of 15 days from the date of offer/s, failing which offer/s will be cancelled.
14. 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.
15. Decision of the Director, IIMK regarding the selection will be final.

This is a rolling advertisement. Applications are invited throughout the year and will be processed periodically.

Dated: 27.02.2024


27/02/2024
Assistant Administrative Officer (HR-Staff)





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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.