

Indian Institute of Management Raipur

Atal Nagar (Naya Raipur) 493661, Chhattisgarh, India

Advertisement for the Post of Senior Project Associate for Post Graduate Programmes / Executive Post Graduation Programme Office.

- Job Title: SeniorProject Associate.
- Position Type: Contractual for 11 months (renewal based on performance).
- Office: Post Graduate Programmes / Executive Post Graduation Programme Office, IIM Raipur.
- Qualification: Refer to the table below.
- Experience: Experience of working in an academic environment preferably institutions in the top 50 as per the NIRF Rankings.
- Mode of Selection: Written test followed by interview.
- Upper Age Limit: 45 Years
- Salary: Based on qualification and experience as reported below.

S.No.	Designation	Qualification	Consolidated Salary
1	Sr. Project Associate	Postgraduate with minimum five years research/ teaching/ project experience	INR 35,000/- to50,000/- per month
		PhD/FPM with a minimum of one-year research/ teaching/ project experience	INR 50,000/- to60,000/- per month

Responsibilities

- Providing academic / project support to the course faculty / department head and office in-charge as desired.
- Communicating and liaising with students, faculty, and various stakeholders.
- Administrative tasks pertaining to commencement and execution of various post graduate programmes.
- Preparation of Standard Operating Procedures for the department.
- General administration at the programme office.

The applicant must apply online through the link [https://staff-recruitment.iimraipur.edu.in/recruitment/Associate Assistant contract/](https://staff-recruitment.iimraipur.edu.in/recruitment/Associate_Assistant_contract/) provided at Institute's website www.iimraipur.ac.in till February 19, 2023 (06:00 PM). Only shortlisted candidates will be called for further scrutiny via given email ID only. Application not received within due date shall be rejected. No correspondence in this regard shall be made by the Institute.

Dean (Academic)