



भारतीय प्रबन्ध संस्थान रायपुर

Indian Institute of Management
Raipur



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Date: 15 January 2023

Recruitment for Academic Associate (On-Contract) – Rolling Advertisement

Applications are invited for full-time, contractual post of “Academic Associate” in the Indian Institute of Management Raipur in the areas of:

- Economics and Public Policy
- IT & Systems
- Humanities and Liberal Arts
- Finance and Accounts
- HRM & Organizational Behaviour
- Marketing Management
- Operations Management
- Decision Sciences
- Strategic Management

Job Description:

Academic Associates (AAs) shall assist the faculty in preparing course outline, identifying and collecting reading materials (from libraries and other sources), developing teaching notes, grading of class participation, grading of quizzes, examinations, assignments, invigilation etc. They shall also be responsible for coordinating with programs for arranging for exams/quizzes, distribution of course materials and perform any other related activities of the Institute. AAs shall assist the faculty in their research work also.

Qualifications & Experience

- First class post-graduates in the relevant field with two years’ experience either in academics or industry **or**
- M Phil. with one year experience **or**
- PhD with or without experience **or**
- Candidates with qualifications like ACA, AICWA (for F & A), Tech./B.E. (for OM & QT) and MCA (for IS) with adequate experience will also be eligible.

Candidates without requisite experience as mentioned above, may be considered on merit but at lower stipend than what is mentioned below.

Stipend – Academic Associates will be given a stipend of Rs.24,500/- to Rs.32,000/- per month depending on qualification, experience, merit, performance in the interview/test. Higher start within the range will be given to the extremely deserving candidates.

The Institute would support AAs for attending one national conference in a year, provided his/her paper is accepted for presentation in the conference. They shall be reimbursed to and fro 2nd AC fare, fees, boarding and lodging as per the prevailing eligibility criteria of the Institute for attending the national conference.

Age – Below 32 years (Preferably be below 30 years of age). However, for PhD candidates/Candidates with relevant experience, the age limit can be extended up to 35 Years.

Duration – Between one and three years. Appointments will be made purely on contract basis for a period of one year initially and renewable annually up to three years (maximum) based on performance. The annual increase in the stipend would be based on performance review.

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

General Information/Conditions: -

Candidates should read carefully the requisite minimum essential qualifications & experience given in the advertisement before applying for the post.

1. Application forms can be submitted only through online mode.
2. The crucial date for determining the age and experience shall be upon institute's discretion.
3. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
4. Proficiency in both Hindi & English language is desirable.
5. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
6. Candidates not found suitable for the position applied for, may be considered for a lower position.
7. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for written test / skill test / interview for his/her selection.
8. The Institute will communicate only with short-listed candidates.
9. Institute also reserves the right to NOT fill any of the post advertised without assigning any reason.
10. No correspondence whatsoever, will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / skill test / interview.
11. Canvassing in any form will be a disqualification.
12. The application form without the self-attested copies of all relevant certificates (both experience and education) will be rejected.
13. Selected candidate will be required to join the duties with in **one month**.
14. Travel Allowance will not be reimbursed to the shortlisted candidates for appearing in written test / skill test / interview.
15. Candidates are required to bring call letter at the time of written test / skill test / interview. along with the copies of the relevant certificates in original for verification.
16. Incomplete applications will be rejected summarily.
17. Candidates are required to visit the institute website regularly for any updates. Any corrigendum / addendum with respect to the advertisement will only be uploaded on the Institute website & will not be published in the newspaper.
18. The shortlisted candidates will receive the intimation of written test / skill test / interviews through email only. The candidates are advised to configure their email accounts so as not to miss the intimation regarding written test / skill test / interview.
19. Any dispute with regard to the selection / recruitment process will be subject to Courts/Tribunals having jurisdiction over Raipur, Chhattisgarh.
20. If any problem persists during online submission of application, please contact at 0771-2474651 or email at aarecruitment@iimraipur.ac.in.

Chief Administrative Officer