



RECRUITMENT OF ACADEMIC ASSOCIATE
Notification No. C-17/2021-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for selection/empanelment to the contractual position of Academic Associate for its **Kochi Campus**.

Qualification	MBA / Post Graduation in any discipline from a recognized University. Skills (i) Good English communication skills, and (ii) Should be proficient in MS-Office (iii) Internet usage Desirable Knowledge of statistical tools like SPSS/R/SAS
Maximum age limit	35 years (as on the date of Notification) Age relaxation as per the Government of India norms in respect of SC / ST / OBC/PwD will apply.
Monthly Remuneration & Allowance	Rs.22,300/- (including Rs.2000 as financial support for accommodation & Rs.300/- as Telephone Allowance)
Date & time of Interview	To be announced later
Venue & Mode of Interview	To be announced later

General Information and Conditions:

1. IIMK- Kochi Campus normally functions six days a week with weekly off on Wednesday. Office hours are from 14:00 hrs to 22:30 hrs on all working days except Sunday. On Sundays, office hours will be from 9:00 hrs to 17:30 hrs. In case of programmes happen during morning hours, the staff concerned assigned to such programme will have different working hours. This timing (s) will be resumed as and when the restrictions of COVID-19 are lifted by the Government concerned.
2. Present Office timing is from 9.00 hrs to 17.30 hrs.
3. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 23-09-2021**
4. 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.
5. Candidates in the empaneled list may be considered on functional basis.
6. 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 on the online portal.
7. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
8. Canvassing in any form will be a disqualification.

9. 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.
10. The engagement to the above position will purely be on contract basis for a particular period. Extension, if any will be subject to job requirements and performance.
11. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process. Shortlisted candidates alone will be interviewed; through direct personal Interview/ video conference. Time slots will be communicated by e-mail.
12. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
13. Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. Decision of the Institute shall be final and no appeal in this regard shall be entertained.
14. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 23-09-2021

Dated: 25-08-2021

Consultant (LS&A) & HR In Charge





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INDIAN INSTITUTE OF MANAGEMENT, KOZHICODE
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 EPGP/PGP Office.