



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

**Invites applications from eligible candidates for the position of**

### **ACADEMIC ASSOCIATES FOR VARIOUS AREAS/CENTRES/GROUPS**

**The Job:** To assist the faculty of the Institute in their teaching, research and work as an administrative interface with different facility providers of the Institute. (Major areas of the Institute are: **Business Policy, Centre for Management in Agriculture, Communication, Information Systems, Economics, Finance & Accounting, Marketing, Organizational Behaviour, Human Resource Management, Production & Quantitative Methods, Public Systems Group, Ravi J. Mathai Centre for Educational Innovation etc.**)

Selected candidates need to undertake the following tasks assigned by their respective faculty members:

- To work with faculty members as may be assigned by the Area Chair.
- To assist faculty members in seven to eight courses per year. The assistance would involve the following:
  - a. Attending classes
  - b. Correction/grading of answer sheets/quizzes/projects/assignments and conducting remedial sessions, if required.
  - c. Design and delivery in any of the Institutional programmes, such as preparation/revision of course outline, reading list, class handouts, simulations, presentation slides etc.
- To mandatory participate in all briefings, discussions and training organized by instructor(s), academic officers, programme chairpersons, Dean, AADEC, Area Chair.
- To conduct attendance marking and tabulation, class participation marking and tabulation, setting up necessary teaching aids as instructed, tracking progress in class projects, assignments etc.
- To provide tutorial support including remedial classes, to students as instructed by faculty member.
- Co-ordination with Academic Offices like PGP, PGP-FABM, PGPX, ePGP, FPM, EEP, FDP and other support offices.
- Compulsorily participate in invigilation duties and attend pre-examination briefing and post examination debriefing by faculty.
- To report instances of students' behavior that violates Institutes code of conduct. They should familiarize themselves with the programme manual.
- To assist faculty in their research, case writing, teaching note/exercise development and paper writing.
- To learn such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty member(s).
- To initiate research and case writing projects under the guidance of faculty member(s).
- To coordinate with R & P Office, Case Unit etc. for matters related dissemination of research output, registration of cases/teaching notes /exercise etc.

PGP: Post-Graduate Programme in Management, FPM: Fellow Programme in Management.

PGP-FABM: Post Graduate Programme in Food and Agri-Business Management.

PGPX: Post-Graduate Programme in Management for Executives.

ePGP: "eMode" Post-Graduate Programme in Management.

EEP: Executive Education Programme

FDP: Faculty Development Programme.

AADEC: Academic Associate Development and Evaluation Committee.

**Qualifications:** First class post graduate degree (2 years) in any discipline with minimum experience of 2 (two) years in the area like Business Policy, Management in Agriculture, Communication, Information Systems, Economics, Finance & Accounting, Marketing, Organizational Behaviour, Human Resource Management, Production & Quantitative Methods, Public Systems and Educational Innovation.

The candidates having other qualifications like ACA, AICWA, Ph.D. / B.Tech./MBBS with relevant experience in the above areas will also be eligible.

**Area Specific Qualifications:** Candidates are also advised to see the required Area specific qualifications given in the next page.

**Age:** Preferred below 30 years.

**Remuneration:** Monthly consolidated salary of Rs. 25,000/- to Rs. 37,000/- depending on qualification, experience, merit and performance in the interview. No other allowances except TA/DA for official tour will be paid.

**Duration:** Initially for one/two years and extendable up to total five years based on annual performance review.

**General Instructions:**

- Candidates' specialization in Master's degree should match with that of the Area/Centre/Group he/she applies for.
- Notwithstanding the requirements of experience, outstanding academic achievers without experience will also be considered for these positions.

Candidates are advised to **APPLY ONLINE ONLY** latest by **February 25, 2019**.

**Area-specific Qualifications requirement is given in the following page**

## **Major Areas/Centers/Groups of the Institute and the required qualification for the Academic Associates**

**Business Policy:** A First-Class Post-Graduate in Management/Commerce, Graduate or Post Graduate in Law or equivalent qualification with three years' experience either in academics or industry/M.Phil with two years' experience or Ph.D. with or without experience.

**Centre for Management in Agriculture:** Candidate must have a Master's Degree in Development Studies/Social science such as Economics / Agricultural Economics / Development Economics / Rural management, Statistics, or any related field or MBA with relevant experience. Candidates with outstanding academic achievements but without experience are also encouraged to apply. Good analytical skills and knowledge of computer applications are required.

**Communication:** Ph.D., M.Phil., or first-class MA in Communication or related disciplines such as English/Linguistics/ Psychology/Sociology/Anthropology/ Education/ Political Science. Those with experience in teaching/ research/ industry will be preferred. **Essential:** Excellent command over spoken and written English. **Desirable:** Experience in teaching / research in interpersonal and organizational communication.

**Information Systems:** First class MCA or M.Tech. or B.Tech. / BE in CSE, IT or ECE or MBA (Systems).

**Economics:** Bright Post-graduates in Economics/Business Economics or MBA or B.Tech./ BE/ M.Phil. (Economics). Candidates must have interest in Economics. Excellent skills in use of Worksheets and preferably databases, and good communication skills would be necessary. **Desirable:** UGC-NET or UGC-JRF. Some experience may be desirable. Candidates with outstanding academic achievement but without formal economics training and experience are also encouraged to apply.

**Finance & Accounting:** First Class Post-Graduate in Commerce with strong Accounting/Finance background and MBA with Finance or CA/AICWA with three years' experience in academics or industry, M.Phil. with two years' experience and Ph.D. with or without experience.

**Human Resource Management:** Post Graduates/Masters in Management with Specialization in Human Resource Management OR First class Post Graduates in related disciplines like Psychology, Sociology. At least two years of relevant experience. Preferably First Class in Graduation as well as SSC and HSC. Candidates with outstanding academic achievement but without experience can also apply.

**Marketing:** First class Masters or two years full-time Post-Graduate Diploma in Management/Marketing/any closely related subjects from institutions recognized by AICTE/AIU with three years' experience either in Industry or Academics. M.Phil. with two years' experience. Ph.D in Marketing/Management/closely related disciplines. MBA/PGDM/M.Phil. applicants with outstanding academic achievements but without experience can also apply.

**Organizational Behaviour:** Candidates should possess (i) a First Class Masters Degree in Psychology, Sociology or Management with specialization in Organizational Behaviour, HR, Industrial Psychology or any other field relevant to Organizational Behaviour; or (ii) M.Phil. or Ph.D. in any of these disciplines. Relevant work experience and JRF/NET qualifications will carry additional weightage. Candidates with outstanding academic record, with or without work experience, including those completing the final year of their Master's degree, are welcome to apply.

**Production & Quantitative Methods:** First class ME/M.Tech. in Engineering or Computer Science/First class M.Sc. with Mathematics, Statistics or Physical Science/M.Phil./Ph.D. (with or without experience). UGC-NET / UGC-JRF / GATE is desirable. BE/B.Tech. degree holders with outstanding academic achievements may also apply.

**Public Systems Group (PSG):** First class Masters or M.Phil/Post Graduation in Public Administration/Social Sciences/Management/Planning/Public Health/Hospital Management/Energy/Environment and Sustainability/Transportation or Bachelor's level qualification in Engineering or Medicine with one to three years' experience either in academics or industry. Ph.D. with or without experience will also be considered. Exposure to Computer Software is essential.

**Ravi J. Mathai Centre for Educational Innovation:** Post Graduate degree in Education, Social Science or Management with (a) experience of conducting research or having participated in research studies and (b) some familiarity with statistical packages used in analysis of large data sets.

**General Instructions:**

- Candidates' specialization in Master's degree should match with that of the Area/Centre/Group he/she applies for.
- Only relevant specialization will be considered.
- Notwithstanding the requirements of experience, outstanding academic achievers without experience will also be considered for these positions.
- Fulfilling minimum qualification does not entail a call for interview. The properly filled up applications received in response to this advertisement shall be scrutinized and only shortlisted candidates shall be called for test/interview. IIMA reserve all rights to reject any application without assigning any reason.

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