



JSW SCHOOL OF PUBLIC POLICY

**INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD
JSW SCHOOL OF PUBLIC POLICY (JSW-SPP)**

Requires

ACADEMIC ASSOCIATE

About the School:

The [JSW School of Public Policy \(JSW-SPP\)](#) at the Indian Institute of Management Ahmedabad (IIMA) is a centre of excellence in the making. Set up with support from the JSW Group, it seeks to make a distinctive contribution to knowledge about public policy through cutting-edge research on the emerging Indian experience of policy formulation and design, policy choice, and policy impact, and through its educational programs.

Job Profile:

To assist the JSW School of Public Policy faculty in their teaching and work as an administrative interface between faculty and different facility providers. Selected candidates need to undertake the following tasks:

- Assist JSW-SPP and IIMA faculty in design and delivery of courses through preparation and revision of course outlines, reading list, lecture notes, handouts, and case material
- Attend classes and set up class logistics and teaching aids
- Tracking attendance and marking class participation
- Assist in grading of answer sheets/quizzes/projects/assignments
- Track progress of assignment and project submissions
- Conducting tutorials and remedial sessions, if required
- Assist in organizing academic events such as workshops, seminars, and conferences
- Participate in all briefings, discussions, and training organized by instructors, academic officers, programme chairpersons, Dean, AADEC, Area Chairs
- Coordinate with academic offices like PGP, PGP-FABM, PGPX, ePGP, PhD, EEP, FDP, and other support offices
- Assist in invigilation duties and attend pre-examination briefing and post-examination debriefing by faculty
- Report instances of students' behavior that violates the Institute's Code of Conduct
- Familiarize themselves with various programme manuals
- Assist faculty in their research and case writing, if required
- Learn such tools, techniques, and software applications required for online teaching and conducting high-quality research as required by faculty members
- Coordinate with Research & Publications Office, Case Unit, and so on for matters related to the dissemination of research output, registration of cases/teaching notes and so on

Key Skills:

- Excellent written and verbal communication skills
- Proficiency in leveraging digital tools and technologies
- Ability to stay organized
- Experience in teaching and research would be an added advantage
- Ability to multi-task
- Eye for detail
- Self-driven and motivated

Age: Maximum 35 years

Qualifications: Ph.D., M.Phil., or Masters in degree public policy, public administration, management, or other related disciplines such as economics, political science, and sociology from a reputed institution. Those with experience in teaching and research will be given preference. Minimum Two years of experience is preferred.

Remuneration: Monthly consolidated salary in the range of Rs. 35,000/- to Rs. 40,000/- plus monthly Rs. 8,000/- towards housing support. **Annual Development Allowance:** Financial assistance for paper presentation in the conference and professional development allowance will be provided as per the Institute norms. The starting salary will depend on qualification and experience. TA/DA for official tours will be paid.

Duration: Initially for two years and extendable up to total five years based on annual performance review. We look forward to candidates who are looking for a long career in academics and are willing to be associated with the Institute for at least two to three years.

General Information/Instructions:

Please make sure to read all the information/instructions carefully before filling out the application form.

1. Eligibility Criteria

- Candidates' specialization in their Master's degree must match the requirements
- Only relevant specializations will be considered.
- Fulfilling the minimum eligibility criteria does not guarantee a call for a written test, skill test, or interview.

2. Shortlisting and Screening Process

- All properly filled-in applications received in response to this advertisement will be scrutinized, and only shortlisted candidates will be invited through email for a test and/or interview.
- The Institute may apply higher screening criteria than the minimum prescribed qualifications. Such criteria may include higher qualifications, higher percentage of marks, relevant experience, and other parameters deemed appropriate.
- Notwithstanding the prescribed experience requirements, outstanding academic achievers without prior experience may also be considered.

3. Application Submission Guidelines

- Applicants must exercise due care while filling out the online application form.

- Once submitted, the application cannot be altered or resubmitted under any circumstances.
- No requests for changes to any information provided in the application will be entertained after successful submission.
- The Institute will not be responsible for incomplete or incorrect information furnished by applicants.

4. Verification and Disqualification

- If, at any stage during screening, recruitment, selection, or even after appointment, it is found that a candidate has provided false, incomplete, or incorrect information, their candidature/appointment will be rejected, cancelled, or terminated immediately.
- No correspondence in this regard will be entertained.

5. Institute's Rights

- The Institute reserves the right not to call any applicant for the selection process or to leave the position unfilled without assigning any reason.
- The Institute reserves the right to reject any application at any stage without assigning any reason.

Candidates are advised to **APPLY ONLINE ONLY** latest by **April 30, 2026**

[Click here to Apply](#)