



AD HOC ACADEMIC ASSOCIATE FOR **HUMAN RESOURCES MANAGEMENT (HRM) AREA**

Academic Associate positions are a stepping-stone for future Academicians and Researchers. Academic Associates often pursue further studies like Ph.D. and become faculty members at reputed Institutions.

The primary task of the Academic Associate consists of acting as Teaching Assistants or providing other academic help to faculty members. Academic Associates are also encouraged to carry out independent research, with informal guidance/collaboration with faculty members or with their peers.

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 for their teaching (primary activity) and research activities (secondary activity).
- Teaching assistance will entail:
 - Assist faculty members in 100 to 150 sessions per year.
 - a. Attending classes and monitoring academic discipline in classes/courses.
 - b. Correction/grading of answer sheets/quizzes/projects/assignments and conducting remedial sessions, if required.
 - c. Assisting design and delivery in any of the programmes, such as preparation/revision of course outline, reading list, class handouts, preparing simulations, presentation slides etc.
 - d. 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 as required.
 - Co-ordination with relevant Academic Offices.
 - Compulsorily participate in exam/quiz invigilation and related activities.

Research Activities:

- Assisting faculty in their research, case writing, teaching note/exercise development and paper writing.
- Learn such tools, techniques and software applications as required for conducting high quality research and apply the same as required by faculty member(s).
- Coordinate with R&P Office, Case Unit etc. for matters related to dissemination of research output, registration of cases/teaching notes /exercise etc.

Educational Qualification: MBA in HRM

Age: Maximum 35 years

Remuneration: Monthly consolidated salary in the range of Rs. 35,000/- to Rs. 40,000/-, In addition to the monthly salary, Rs. 8,000/- will be provided towards housing support. Financial support for paper presentations and annual development is also provided. The salary will depend on qualifications and experience. No other allowances except TA/DA for official tour will be paid.

Duration: Six months with immediate joining.

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 **July 13, 2026**

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