

Academic Associate- IT

Applications are invited from Indian citizens for appointment as Academic Associate. Appointments shall be on ad hoc/temporary and contractual basis on a fixed monthly stipend. The appointment is initially for one year, but extendable for every single year based on performance and the requirement of the Institute.

| Academic Areas | Position Name | Age limit | Qualifications & Experience |
|------------------------|----------------------|--|---|
| Information Technology | Academic Associate | Not more than 30 years as on last date of submission of application. | B.Tech/ M.Tech (CSE/IT) with 1st class in relevant area (experience in academics is preferable) or Ph.D. with/without experience. |

- a) Candidates without the requisite experience mentioned above, may be considered on merit.
- b) Candidates who have worked earlier as Academic Associate in a academic/research/industry /training institute of national/international repute may be given preference for engagement subject to their suitability.
- c) No TA/DA or any other allowance will be paid by the Institute to the candidates for attending the selection process/interview at the Institute.
- d) Strong written and verbal communication skills are essential.

Functions: Academic Associates are expected to assist the faculty in preparing course outline, identifying and collecting reading materials, developing teaching notes, grading of class participation, grading of quizzes, examinations, assignments, invigilations etc. Also responsible for coordinating with programme offices for arranging exams/quizzes, distribution of course materials, and perform any other related activities assigned from time to time. Having met all the assigned academic responsibilities as a priority, Academic Associates are also expected to assist the faculty in their research work from time to time.

The candidates, who are interested to apply for the above position should send their applications with complete information in the Prescribed Application Format along with the self-attested copies of their educational qualifications and work experience certificates. The application should also include a detailed resume and copies of the academic publications if any.

IIM Rohtak reserves the right to fix suitable criteria for shortlisting of eligible candidates satisfying advertised qualifications and requirement of the project post.

Academic Associate- Marketing, OB/HR

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| Academic Areas | Position Name | Age limit | Qualifications & Experience |
|---|----------------------|--|--|
| 1. Marketing, 2. Organisation Behavior & Human Resource Management | Academic Associate | Not more than 30 years as on last date of submission of application. | 1st class PG in relevant field with 1 years' experience in academics/M.Phil. with or without experience/Ph.D. with or without experience |

- a) Candidates without the requisite experience mentioned above, may be considered on merit.
- b) Candidates who have worked earlier as Academic Associate in a academic/research/industry /training institute of national/international repute may be given preference for engagement subject to their suitability.
- c) No TA/DA or any other allowance will be paid by the Institute to the candidates for attending the selection process/interview at the Institute.
- d) Strong written and verbal communication skills are essential.
- e) Those with lack of expertis in MS-Office, Excel, Power Point need not apply.

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GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED POSITION

1. Last date to submit the application in Prescribed Format complete in all respects along with self-attested copies of certificates (including experience certificate) and marksheets should be received at the following address by post/courier on or before **June 02, 2017**. Applications received after the last date will not be considered.

**Personnel Officer,
I.I.M Rohtak
M.D University Campus, Rohtak – 124001**

2. Interested candidates may also send a scanned copy of their filled & signed application in the Prescribed Format and duly signed other relevant documents, in advance to the following e-mail id: personnel@iimrohtak.ac.in . In this case, the original should be sent as in (1) above.
3. The above position requires a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
4. The Institute reserve the right to increase/decrease the number of position advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
5. The Institute solely reserves the right not to fill the advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.
6. Only shortlisted applicants will be contacted.
7. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature stands cancelled or services can be terminated.
8. The Institute shall not be responsible for any postal delay.
9. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
10. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.

For Prescribed Application Format please click for [Application Form](#)