


# INDIAN INSTITUTE OF MANAGEMENT ROHTAK

	<b>I.I.M ROHTAK</b> <small>Sunaria Campus, Rohtak – 124010</small>
Invites applications in prescribed format for <b>Research Associate-Administration</b> position for one year.	
<b>Qualification &amp; Experience</b>	<b>Stipend (per month)</b>
MBA or an equivalent Master's degree with excellent communication; having one year experience in academics is preferable.	Rs.25,000/- (fixed)
For details & Application Format visit: <a href="http://www.iimrohtak.ac.in">www.iimrohtak.ac.in</a> For queries: 01262-228544 <b>Last date 13.07.2018</b>	

Applications are invited from Indian citizens for appointment as **Research Associate-Administration**. 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 another year based on performance and the requirement of the Institute.

Position Name	Age limit	Fixed Stipend p.m.	Qualifications & Experience
Research Associate-Administration	Above 22 years as on last date of submission of application.	Rs.25,000 (fixed)	1. MBA or an equivalent Master's degree with excellent communication. 2. having one year experience in academics is preferable.

- Candidates without the requisite experience mentioned above, may be considered on merit.
- Candidates who have worked earlier in a academic/research/industry /training institute of national/international repute may be given preference for engagement subject to their suitability.
- 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.
- Strong written and verbal communication skills are essential.
- A good knowledge in Ms- Office with other computer related tasks is essential.**

**Functions:** Research Associate-Administration is expected to assist the Office for Administration related work like dealing with correspondence and phone calls, organising meetings and appointments, compiling and preparing reports, managing databases and filing systems, maintaining procedures/administrative systems, meeting and greeting to visitors etc.

The candidates, who are interested to apply for the above position should send their applications at e-mail id: [careers@iimrohtak.ac.in](mailto:careers@iimrohtak.ac.in) 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 certificates.

Download the Prescribed Application Format ([CLICK HERE](#)).

(Chief Administrative Officer)  
IIM Rohtak  
01262-228544