



# भारतीय प्रबंध संस्थान अमृतसर

## Indian Institute of Management Amritsar

IIM ASR/ Rectt. /AA/2023

Date: 01-12-2023

### ACADEMIC ASSOCIATE PROGRAM (TRAINEE) – ROLLING ADVERTISEMENT

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from eligible candidates for the following program on a contractual basis.

#### **About IIM Amritsar**

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The Institute has graduated Seven MBAs batches. The permanent campus is under construction on 61-acre land and should be ready to house the incoming batch of 2024. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diverse students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate(s) with a strong passion for institution building.

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| <b>Job Title</b>                  | <b>Academic Associate</b> (in the areas of OB/ HR/Operations Management & Quantitative Techniques/Finance/Accounts/I.T. & Computational Systems/Economics /Strategy/Marketing )   |
| <b>Number of Positions</b>        | Ten (10)  |
| <b>Age Limit</b>                  | Below 30 years of age as on the closing date of the receipt of the application. The Institute provides age relaxation as per GOI rules.   |
| <b>Academic Associate Program</b> | <p>The academic Associate Program is designed to prepare qualified individuals with an aptitude for academics/research to work in other educational or research sectors, either public or private. Academic Associates (AA) trainees to learn the art of teaching and research work in an educational setting. They are expected to support and learn from the faculty in their varied academic activities, such as assessment of student performance, providing feedback to the students about their performance, development, and distribution of course materials, assisting in their research, and other related duties assigned by the instructor.</p> <p>It is expected that an A.A. spends up to a maximum of <b>five years</b> in the Institute and picks up the necessary skills and understanding of their area of specialization to take up higher academic positions in other academic institutions in India or abroad. Based on institutional needs, A.A.s are appointed on annual contracts, renewable up to a maximum of five years.</p> |

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|   | A.A.s are paid a monthly consolidated stipend based on industry norms and as determined by the Director based on individual merits, qualifications, and upon such terms and conditions as may be specified in the contract. They are not eligible for any other allowances or remuneration.   |
| <b>Essential Job Functions</b>                            | <ul style="list-style-type: none"> <li>• Assist faculty members in the classroom such as taking attendance, keeping track of class participation, noting deadlines, and other instructions given by the instructor;</li> <li>• Assist faculty in searching for appropriate course material (cases, articles), preparing syllabus under the directions of the faculty, preparing course packs, and ensuring course packs are reproduced and distributed on time;</li> <li>• Evaluate minor assignments and cases such as quizzes, case write-ups, etc., as per the grading rubric given by the instructor;</li> <li>• Maintain the grade book and share the grades with the concerned students;</li> <li>• Inform the instructor of excessive absences by the students;</li> <li>• Assist faculty members in the design and curriculum development, such as case studies, course articles, etc.</li> <li>• Assist faculty members in researching through library search, making copies as needed, etc.</li> <li>• Act as a liaison between the instructor and the students, as needed, and maintain regular communication with the students;</li> <li>• Set up online classes, video conference meetings, etc., as per the schedule and ensure they work properly.</li> <li>• Any other duties assigned by the instructor or the PGP/MDP office, as needed.</li> </ul> |
| <b>Required Educational Qualifications and Experience</b> | A consistently good academic record with a minimum of a post-graduate degree in M.Sc, MCA, M.A(Economics, Operations Management, Quantitative Techniques or other quantitative areas such as statistics, mathematics, or computer science), M. Com (Finance & Accounts), MBA (Finance, Human Resources, Marketing, Communication, I.T.)   |
| <b>Essential Qualifications</b>                           | <p>Excellent interpersonal skills in interacting with students, spoken and written English, and knowledge of Microsoft Office professional software.</p> <p>Ability to learn and adapt to new challenges and an aptitude for teaching and research.</p>   |
| <b>Remuneration</b>                                       | Consolidated monthly stipend in the scale of Rs. 25,000/- P.M. to Rs. 35,000/- P.M (depending upon the qualification, experience, and   |



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|                            | performance in the interview) |
| <b>Method of Selection</b> | Interview                     |

### How to Apply:

1. Candidates are required to apply online mode only at the official website of IIM Amritsar, i.e., [www.iimamritsar.ac.in](http://www.iimamritsar.ac.in).
2. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days.
3. Institute does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the reasons mentioned above or for any other reason beyond the control of the Institute.
4. After the successful submission of an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the interview.
5. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, his/ her candidature will be rejected instantly. The candidates should ensure that they have furnished the correct information in the application form.

### General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. The position is in the Indian Institute of Management Amritsar, an Institute of national importance established in 2015 under the Ministry of Human Resource Development, Government of India.



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3. All applicants must fulfill the position requirements and other conditions stipulated in the advertisement. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained. All those awaiting the final semester's results are allowed to apply.
4. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same.
5. The prescribed educational qualification is the minimum. Mere fulfilling of the minimum advertised qualification requirement does not automatically entitle an applicant to be called for an interview. The Institute reserves the right to restrict the number of candidates for the interview.
6. The Institute reserves the right to devise its criteria for shortlisting the candidates for all the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
7. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
8. The Institute shall entertain no interim correspondence or personal inquiries.
9. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
10. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
11. The age limit is relaxed for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
12. Reservation is according to government policies. Candidates from SC/ST/OBC/PwD category are encouraged to apply.



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13. The Institute reserves the right to cancel or not to fill any/ all the advertised positions without assigning any reason.
14. All the above positions require a total 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
15. Appointment orders issued by the Institute to the finally selected candidate(s) shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the interview and the appointment. In case later on, if it is found at any point of time that any of the facts/ documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/ background and has suppressed the said information, then his/ her candidature shall stand canceled and his/ her services may be terminated.
16. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17. Addendum/ deletion/ corrigendum (if any) shall be posted on the Institute's website only.
18. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
19. Correspondence, if any, from the Institute, including the interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., [iimamritsar.ac.in](http://iimamritsar.ac.in).
20. Please note **incomplete application** forms will not be entertained for shortlisting.

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Sd/-  
Nodal Officer