भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Rolling advertisement for the Academic Associate on a contract basis in IIM Tiruchirappalli

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under the Ministry of Education, Government of India. The Institute offers a congenial and professional working environment. The Institute invites applications for the Academic Associate positions on a contract basis.

Academic Associate position is suitable for people with consistently good academic record and wanting to pursue a career in academics. It provides a platform for learning, as well as hands-on experience of working with Faculty Members and Students giving an insight of functioning of academia at Indian Institute of Management Tiruchirappalli.

Academic Associates are required at the Indian Institute of Management Tiruchirappalli in the following areas: –

a. Economics & Public Policy
b. Finance and Accounting
c. General Management
d. Information Systems and Analytics (ISA)
e. Marketing
f. Organizational Behaviour & Human Resource Management
g. Operations Management and Decision Sciences
h. Strategy

Tenure: Selected candidate will be offered a fixed term appointment for a period of one year on a consolidated monthly pay. The contract may be extended further based on the performance of the candidate and institute's requirements, but the total tenure of the associate in the institute will not exceed 2 years.

Salary: Consolidated salary will be fixed as Rs.30,000/- per month for candidates with Ph.D. and Rs.25,000/- per month for candidates without Ph.D.

Upper Age Limit: with Ph.D. - 35 years, without Ph.D. - 30 years

Job Description:
- Support the Faculty Members in various academic activities.
- The Academic Associates (AAs) responsibility will be assisting faculty members in preparing course outlines, identifying and collecting reading material, developing teaching notes, grading of class participation, conducting and grading examinations, assignments, invigilation, etc., organizing various events, distribution of course materials, research and consultancy projects, MDPs, secretarial assistance, area coordination, conducting meetings and preparation of minutes and any other related activities.
- Any other task as per the requirement of the Institute.

Key Skills:

- Ability to Multi-task
- Excellent written and verbal communication skills in English and comfortable with writing Emails.
- Proficiency in MS-Office and tools like Excel, Word and Power-Point, Data collection and analysis tools.
- Exposure to graphing tools / statistical functions in MS Excel is desirable.
- Programming in Python / R / MS VBA Macros will be preferred.
- Willingness to learn on the job and possess a positive attitude to learn new concepts/ ideas / skills and develop proficiency in all activities undertaken.

Area wise Required Educational Qualification and Experience:

a. Economics & Public Policy

- PhD with or without experience (or)
- Graduates or Post Graduates in Economics or Allied fields. (or)
- Candidates with qualifications like B. Tech./B.E with adequate experience will also be eligible.
- Experience in Teaching or comparative Research experience, but not absolutely necessary

b. Finance and Accounting

- PhD with or without experience (or)
- M.B.A or equivalent with a first class with specialization in finance and accounting, (or)
- M.Com with first class with specialization in computer applications (or)
- Candidates with PhD or registered for PhD in relevant disciplines of finance or accounting will be preferred

c. General Management

- PhD with or without experience (or)
- M.B.A or equivalent with a first class

Candidates with Background in Law or an interest towards law or interest in legal aspects of business is an added qualification for the General Management area.

d. Information Systems and Analytics (ISA)

- PhD (with expertise in Information Systems, Analytics or related areas) (or)
- Post-graduates in Management, Information Technology and Systems, Analytics and related areas (or)
- Engineering Graduates (B. Tech./B.E in computer science or related fields) with adequate experience.

e. Marketing

- PhD with or without experience (or)
- First class post-graduates (MBA with specialization in the relevant field / post-graduates in the relevant field) with one-year post qualification experience either in academics or industry (or)
- Candidates with qualifications like ACA, AICWA (for F & A), B. Tech./B.E. (for OM & DS) and B. Tech./B.E./MCA (for ISA) with adequate experience will also be eligible.

Experience of work in institute of higher education/ research is desirable.

Candidates without requisite experience as mentioned above, may be considered on merit but at lower stipend than what is mentioned in the notification.

f. Organizational Behavior & Human Resource Management

- PhD with or without experience (or)
- A graduate with at least 50% marks with a fairly good knowledge of written and spoken English will be suitable. The applicant can be a fresh graduate with a degree in Arts, Science or engineering.

g. Operations Management & Quantitative Techniques

- PhD with or without experience (or)
- B.E. (any branch) from a recognized institution of repute. (or)
- B.Sc (or) M.Sc in Mathematics (or) Statistics (or)
- M.B.A. with specialization (or) has taken significant number of elective courses on Operations Management / Decision Sciences / Analytics

Although a work experience of 1 to 3 years in a similar role is desirable, this does not prohibit fresh graduates with energy and enthusiasm to learn new skills (with the other desired qualifications) from applying for the role.

h. Strategy

- PhD with or without experience (or)
- An MBA or Master's Degree in Economics, Psychology, Sociology or a related degree
- Good Academic Record

Prior experience in teaching/educational institutions preferred but not essential.

General Instructions:

1. In the case of candidates desirous to apply for more than one area, separate application for each area should be submitted.
2. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
3. Candidates with requisite qualifications acquired from recognized Universities/Institutions only need to apply.
4. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience etc., should be produced in original at the time of selection process, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the further selection process.
5. Applications received incomplete in any respect will not be entertained and no further correspondence will be made in this regard.
6. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for selection process.
7. The Institute reserves the right to fill or not to fill any of or all the posts.
8. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
9. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for selection process.
10. No accommodation will be provided by the Institute to attend the selection process.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
13. Canvassing in any form will disqualify the candidates.
14. This positions are purely on contractual in nature for limited time period. No claims can ever be made for regularizing these positions.
15. At the time of joining, relieving letter from the previous employer (if applicable) need to be submitted.

Mode of Selection:

The selection will be made through Written test / Skill test and Personal interview.

How to Apply:

1. Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website https://www.iimtrichy.ac.in/careers-non-teaching

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