



ADVERTISEMENT FOR THE POST OF 'ACADEMIC ASSOCIATE'
(ON CONTRACTUAL BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Academic Associates** for Various positions purely on contract basis initially for a period of one year extendable further up to two years, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

<u>NAME OF POST & EMOLUMENTS</u>	<u>ELIGIBILITY CRITERIA & JOB REQUIREMENT</u>
<p>Academic Associates - (12 Post)</p> <p>Stipend – Rs. 35,000 - 45,000/- per month</p> <p>Maximum Age Limit – Below 32 years (Preferably be below 30 years of age). However, for PhD Candidates / Candidates with relevant experience, the Age limit can be extended up to 35 years.</p>	<p><u>POSTS FOR</u></p> <ul style="list-style-type: none">• Analytics & Decision Science• Economics & Strategy Management• Finance & Accounting Management• Human Resource Management• Marketing Management• Operations Management• Manufacturing Management <p><u>MINIMUM QUALIFICATIONS:</u></p> <ul style="list-style-type: none">• Minimum qualification required is MBA or Post Graduate Diploma in Management (PGDM)-which is equivalent to Master's degree from a reputed Institution with a minimum of 60% marks. <p><u>WORK EXPERIENCE:</u></p> <ul style="list-style-type: none">• A minimum of 2 years of work experience is required. <p><u>JOB PROFILE:</u> Academic Associates (AAs) shall assist the faculty in preparing course outline, identifying and collecting reading materials (from libraries and other sources), developing teaching notes, grading of class participation, grading of quizzes, examinations, assignments, invigilation etc. They shall also be responsible for coordinating with programme offices for arranging exams/quizzes, distribution of course materials and perform any other related activities of the Institute. AAs shall assist the faculty in their research work also.</p>

OTHER BENEFITS:

1. Employees not allotted an Institute quarter are eligible for housing allowance for Rs 8000/- per month.
2. Transport Allowance of Rs 2000/- per month.
3. Mobile reimbursement of Rs 6000/- per annum.

GENERAL CONDITIONS:

1. In the case of candidates desirous to apply for more than one area, separate application for each area should be submitted.
2. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further two years, subject to satisfactory performance of the incumbent & need of the Institute.
3. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
4. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
6. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
7. Selection Process- Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
9. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
10. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
11. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
12. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. No interim correspondence will be entertained.
15. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
16. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **December 12, 2023 (5:00 pm)**:

No other mode of application will be entertained.

**-Sd-
Chief Administrative Officer**