

NOTICE FOR WALK-IN INTERVIEW (FOR ACADEMIC ASSOCIATE POSITIONS)

Walk-In Interview will be held to create panels for two positions of Academic Associates in (i) Communications Area & (ii) COE-PPG/General Management on **16th MAY, 2019 (Thursday) at 10 AM**. The said panels will be valid for a year and whenever there is a vacancy the appointment offer will be sent to the next highest ranked candidate in the panel.

Venue of the Interview: Conference Room, Indian Institute of Management Kashipur, Kundeswari, Kashipur, Dist. U S Nagar, Uttarakhand.

Expected Remuneration: Academic Associates will be given a stipend of Rs. 20,000/- to Rs.30, 000/- per month depending on qualification, experience, merit and performance in the interview/test. Support may also be provided for attending one national conference in a year.

Duration: Appointments will be made purely on contract basis for a period of one year initially and renewable annually, subject to satisfactory performance, but generally limited to three years. The SRF Position is for one year or till the end of the project, whichever is earlier.

Selection Process: Candidates will be interviewed in person, by phone or via Skype. Candidates are requested to provide their Skype ID and phone number in advance.

Age: Preferably below 35 years for all positions.

Candidate must carry his/her complete CV along with all original academic testimonials and one set of self-attested photocopy of all relevant documents during the time of interview. No TA/DA will be paid to the candidate. For any further query, contact: Sri Uma Shankar, Personnel Section (personneldept@iimkashipur.ac.in). Candidates may also send their CV to this email: personneldept@iimkashipur.ac.in in advance mentioning their Skype ID and contact numbers. Specific details about required qualifications, job responsibilities etc. are given below:

1. ACADEMIC ASSOCIATE IN COMMUNICATIONS AREA

Job responsibilities: Academic Associates (AAs) shall assist the faculty in teaching and research related activities.

Required qualifications: An M.A. degree in Mass Communication and Journalism / English / Media Studies / Social Sciences. Candidate must possess demonstrated good written and verbal skills.

2. ACADEMIC ASSOCIATE IN GENERAL MANGEMENT / COE-PPG

Job responsibilities

1. Assist faculty in teaching and research
2. To write project proposals for various funding agencies.
3. To execute the various research, training and education projects as per the terms and conditions of the sponsors.
4. To monitor project activities, expenditure, submit periodic reports to the sponsors.

5. To liaison with sponsors, ministries and external experts.
6. To carry out administrative / academic work with regards to the project activities and COEPPG events.

Required qualifications:

1. Postgraduate in Law / Social Sciences / Social Work / Sociology / Political Science / Gender Studies / Mass Communication.
2. Excellent skill in written and spoken English with strong foundation in referencing style (APA or MLA). Other desirables are: analytical, presentation skills, proficiency in any regional language.

Desirable Qualifications

1. Experience in Project Proposal writing and preparation of Web Content Writing, Social Media Content Development, technical writing, Film Making and Editing.
2. Research experience.
3. Computer knowledge (word, excel).
4. Experience in organizing workshops/seminars and conducting fieldwork, interviews and survey.
