



Indian Institute of Management Kashipur
Kundeswari, Kashipur 244713 (Uttarakhand)

NOTICE FOR WALK-IN-INTERVIEW

Date 1 Feb 2019

Walk-In Interview will be held to create panels for various positions of Senior Research Fellow (Ministry of Law Project) and Academic Associates on **26 February, 2019 (Tuesday) 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. For SRF under Law Ministry Project the salary will be Rs. 28,000/- per month (consolidated).

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:

DETAILS OF THE POSITIONS, QUALIFICATIONS, RESPONSIBILITIES ETC.

Sl	Name of the Position	No of Position	Required Qualification	Desirable Qualifications	Job Responsibilities
1	Sr. Research Fellow (SRF) <i>(Under Ministry of Law Project)</i>	01	<ol style="list-style-type: none"> 1. PhD in Law or LLM. 2. Excellent skill in written and spoken English. 3. Previous research experience 4. Computer knowledge (word, excel) 	<ol style="list-style-type: none"> 1. Knowledge project management, continuing education, massive open online course (MOOC), open and distance education 2. Experience in organising workshops/seminars and experience in fieldwork, interviewing and survey 	<ol style="list-style-type: none"> 1. To execute the action research project on <i>Continuing Legal Education</i> as envisaged by the terms and conditions of the Ministry of Law and Justice, Government of India under the supervision of the Principal Investigator (PI). 2. To monitor the progress of the project, expenditure, submit periodic reports to the ministry. 3. To act as a facilitator in communicating with various stakeholders, experts, lawyers, judges and law officers. 4. To maintain project records, files and correspondence and assist the PI in carrying out other administrative/ academic work with regards to the project activities and events.
2	Academic Associate (AACSB)	01	<ol style="list-style-type: none"> 1. Postgraduate degree in Management / Commerce / Social Sciences. 2. Excellent in written and spoken English with strong foundation in referencing style (APA or MLA). 	<ol style="list-style-type: none"> 1. M. Phil or PhD 2. Computer knowledge (word, excel). 3. Experience in documentation. 4. Experience in accreditation processes in university / institutions. 	<ol style="list-style-type: none"> 1. To liaison with faculty, collect required data and prepare reports / documents for the AACSB process. 2. Assist the faculty in documentation and preparation of various reports for the AACSB process. 3. Coordinate with AACSB experts, mentors. 4. To carry out administrative / academic works as and when assigned.

Sl	Name of the Position	No of Position	Required Qualification	Desirable Qualifications	Job Responsibilities
3	Academic Associate (PGP)	01	Postgraduate in Science / Technology / Comp. Science.	Experience in Network systems, educational technology and audio-visual aids.	<ol style="list-style-type: none"> 1. Assist faculty in teaching and research 2. Assist the Chair (PGP) in planning and management of educational technology. 3. To carry out administrative / academic works as and when assigned.
4	Academic Associate (COEPPG)*	01	<ol style="list-style-type: none"> 1. Postgraduate in Social Sciences / Development Studies / Public Administration / Sociology / Political Science / Economics, Social Work / Law. 2. Excellent skill in written and spoken English with strong foundation in referencing style (APA or MLA). Other desirables are: analytical, presentation skills. 	<ol style="list-style-type: none"> 1. M. Phil or PhD 2. Computer knowledge (word, excel). 3. Experience in organising workshops/seminars and conducting fieldwork, interviews and survey. 4. Experience in Project Proposal writing and 	<ol style="list-style-type: none"> 4. Assist faculty in teaching and research 5. To write project proposals for various funding agencies. 6. To execute the various research, training and education projects as per the terms and conditions of the sponsors. 7. To monitor project activities, expenditure, submit periodic reports to the sponsors. 8. To liaison with sponsors, ministries and external experts. 9. To carry out administrative / academic work with regards to the project activities and COEPPG events.
5	Academic Associate (Dean's Office)	01	<ol style="list-style-type: none"> 1. Postgraduate Degree 2. Excellent skill in written and spoken English 	<ol style="list-style-type: none"> 1. Computer knowledge (word, excel). 2. Experience in organising workshops/seminars. 3. Experience in Project Management and record keeping. 	<ol style="list-style-type: none"> 1. Assist faculty in teaching and research as assigned by the Dean. 2. To maintain various academic records and other documentation in Dean's Office. 3. To liaison with sponsors, ministries and external experts. 4. To carry out all administrative / academic work as directed by the Dean.

* Those who have applied against the earlier advertisement need not apply again as they will be called if found suitable. However, they can update their CV / Application by sending an email to the given email address of the personnel department.