

Date 16 Sept 2014

**RECRUITMENT NOTICE**

Two Academic Associate are required to work for Center of Excellence (CoE) for Competitiveness, Indian Institute of Management Kashipur.

<b>Position</b>	<b>Academic Associate (Economics Area)</b>
Eligibility	<ul style="list-style-type: none"><li>• Academic Associate: 1 position for Master Degree (Either MA in Economics or M.Com with economics as a subject. MPhil/PhD scholars from the Economics Area can also apply.</li><li>• Academic Associate: 1 position for law graduates with MA/M.Com.</li></ul>
Experience Desirable	<ul style="list-style-type: none"><li>• One or two years of work experience.</li></ul>
Skills	<ul style="list-style-type: none"><li>• Good writing, analytical, presentation skills.</li><li>• Computer knowledge (word, excel, power point, SPSS)</li><li>• Communication Skill (Writing mails and calling dignitaries if needed)</li></ul>
Assignment	<ul style="list-style-type: none"><li>• Supporting the organization of the entire conference</li><li>• Supporting the review of papers.</li><li>• Writing report.</li><li>• Managing the event.</li><li>• Communicating with the participants and speakers from time to time.</li><li>• Ability to manage time and adhere to deadlines.</li></ul>
Period	<ul style="list-style-type: none"><li>• 12 months (September 2014 to August 2015). {Possibility of subsequent extension in the same position subject to satisfactory performance}</li></ul>
Remuneration	<ul style="list-style-type: none"><li>• INR 20,000 a month (all inclusive)</li></ul>
Documents for submission	<ul style="list-style-type: none"><li>• Cover letter with essay of 300 words stating your interest to work for this position</li><li>• Complete bio-data within 3 pages mentioning gtalk and skype address</li><li>• A sample of your writing – a research paper, book chapter or article, may be either published or unpublished.</li><li>• Two References of people you have worked with.</li></ul>

Appointment would be made purely on contractual basis {Possibility of subsequent extension in the same position subject to satisfactory performance}. The last date for receiving the application as mentioned above is 25 September 2014. Applications received after due date will not be entertained. If the candidate is selected, s/he has to join in this position by 1<sup>st</sup> October 2014. The candidate, if selected, has to stay at IIM Kashipur during the mentioned period.

Please apply by sending detailed documents to the personnel office, IIM Kashipur (Superscribing the Post Applied for), the e-mail id is [personneldept@iimkashipur.ac.in](mailto:personneldept@iimkashipur.ac.in). For any further details you may contact us at:

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