

**WALK-IN INTERVIEW FOR THE POST OF ACADEMIC ASSOCIATE(S)**  
**(ON CONTRACT)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Academic Associate(s)** for various areas 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: -

<b><u>NAME OF POST &amp; EMOLUMENTS</u></b>	<b><u>ELIGIBILITY CRITERIA &amp; JOB REQUIREMENT</u></b>
<p><b>Academic Associate(s)</b> <b>Stipend –</b> Rs. 35,000 - 45,000/-</p> <p><b>Maximum Age Limit –</b> 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><b><u>POSTS FOR</u></b></p> <ul style="list-style-type: none"> <li>• Analytics &amp; Decision Science</li> <li>• Economics &amp; Strategy Management</li> <li>• Finance &amp; Accounting Management</li> <li>• Human Resource Management</li> <li>• Marketing Management</li> <li>• Operations Management</li> <li>• Manufacturing Management</li> </ul> <p><b><u>MINIMUM QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b><u>WORK EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years of work experience is required.</li> </ul> <p><b><u>JOB PROFILE:</u></b> Academic Associate(s) (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/- P.M.
2. Transport Allowance of Rs.2000/- P.M.
3. Mobile reimbursement of Rs. 6000/- per annum.

## **SELECTION PROCESS:**

1. Document verification.
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

## **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. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. For exceptionally deserving candidates the Institute may consider relaxing the Criteria subject to the committee and Institute requirement.
5. Candidates not found suitable for the position applied for, may be considered for a lower position.
6. The Institute will communicate only with candidates who appeared for walk in interview.
7. Selected candidate will be required to join the duties with in **one month**.
8. Selected candidate(s) may be hired through outsourcing agency empaneled with this Institute.
9. 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.
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. 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).
12. Candidates are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
13. 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.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained.
17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
18. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
19. Candidates who had applied for similar post may apply again after the cool down period (6 Months). 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 come along with the application form for interview, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on 12<sup>th</sup> December 2024, from 10:00 AM to 11:30 AM.

**No other mode of application will be entertained.**

**Application format for Walk-in-Interview**

**(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)**

Name of the post applied for \_\_\_\_\_

1. Name of the candidate: \_\_\_\_\_

2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_

5. Sex (Male/Female): \_\_\_\_\_

6. Married/Un-Married: \_\_\_\_\_

7. Permanent Address : \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Correspondence Address (with PIN Code): (Pl. mark  if same as permanent address)

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

9. Educational Qualification (Starting from 10<sup>th</sup> onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/institution	Year of passing	Class of Division	% of marks/GPA	Subjects taken/Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the	Post held/Nature of	Period		Permanent/Temporary	Salary & Grade Pay(in	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

	employer	employment			ry	Rs.)	

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark  on documents attached & x on others)

- 1. Class 10<sup>th</sup> Marksheet
- 2. Class 10<sup>th</sup> Certificate
- 3. Class 12<sup>th</sup> Marksheet
- 4. Class 12<sup>th</sup> Certificate
- 5. Graduation/Diploma consolidated /final Marksheet
- 6. Graduation/Diploma certificate
- 7. Document in support of higher educational qualification
- 8. Documents in support of previous employment
- 9. Any other document (list them)

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12. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_