



**RECRUITMENT OF ACADEMIC ASSOCIATE (Marketing Management)**

**Notification No. C-12/2020/IIMK.HR**

Indian Institute of Management invites online applications for selection/ empanelment to the contractual position of **Academic Associate in Marketing Management**.

Essential Qualification	MBA/M.Com with minimum 60% marks* <i>(Only regular full time courses from recognized University or Institutes)</i>	Date & Time of Online Interview
Desirable	<ul style="list-style-type: none"><li>• Specialization in Marketing Management.</li><li>• Experience in assistance to Teaching/Research.</li><li>• Knowledge of statistical tools SPSS/SAS.</li><li>• Consistency in academic excellence from Class X.</li><li>• <u>Fresh pass outs of 2020 or 2019 are encouraged to apply.</u></li></ul>	<b>To be announced; will be held at short notice through Zoom</b>
Remuneration & Allowances	<ol style="list-style-type: none"><li>1. Remuneration Rs. 20,000/- per month</li><li>2. Financial support for accommodation Rs. 2,000/- per month</li><li>3. Telephone allowance of Rs 300/- per month</li></ol>	
Maximum Age Limit	35 years	
<i>*In addition, the candidates should have good English communication skills, and should be proficient in MS-Excel and Powerpoint and Internet usage.</i>		

**General Information and Conditions:**

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by 3:00 p.m of 19.10.2020.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
3. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed in the online portal.
4. Mere eligibility will not entitle any candidate to be called for interview. In case a large number of applications are received, screening will be done to limit the number of candidates. Only shortlisted candidates will then be considered for online-interview.
5. Interview will be held via Zoom platform. Link will be sent through email to shortlisted candidates with details regarding time slots etc.'
6. Candidates who fail to appear via Zoom platform, on the date/time of Interview, for any technical reason/connectivity issues/bandwidth etc will be treated as absent and no separate communication or request to re-appear later will be considered.
7. The engagement to the above post will be purely on contractual basis and will have no right/claim for continuation or regular appointment.

8. Candidates are advised to go through the Role of Academic Associates and the foot note on Facilities' requirement as well.
9. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
10. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
11. Maximum age limit is 35 years as on date of notification. Age relaxation as per Government of India norms will apply on production of relevant certificates.
12. The Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
13. No TA/DA shall be paid to the candidates for attending the interview
14. Decision of the Director, IIMK regarding the selection will be final.

Dated: 13.10.2020

  
Chief Manager, HR 13/10/2020



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**INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE**  
**IIM Kozhikode Campus P.O.**

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**Role of Academic Associates**

Following roles are to be performed by the Academic Associates during their tenure at IIM Kozhikode. The list is not exhaustive and therefore, they have to undertake new roles as and when assigned on functional and need basis.

- (a) To assist faculty members in course design. This includes assistance in preparation/ revision of course outline, reading materials, class handouts and PPTs.
- (b) To prepare grade sheet using prescribed format.
- (c) Monitoring class participation, marking and tabulation of student attendance
- (d) To perform invigilation duty during examinations and quizzes.
- (e) To aid in class activities/ games conducted for students.
- (f) To work with Virtual Class Room platform/software.
- (g) To support Research Office in conducting of Conferences, seminars, workshops.
- (h) To provide secretarial assistance to faculty members.
- (i) To assist faculty in preparing research report, case writings and academic publications.
- (j) To make use of standard research methods and methodology
- (k) Research related tasks allotted by faculty from time to time. Conducting literature survey and database searches.
- (l) To prepare seating plan of students for each course.
- (m) Other official tasks as allotted by PGP Office.

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**Note on Facilities :** Accommodation facility is not available inside the Campus. Occasional late evening classes will be there. Necessary to have laptop/desktop at home with broadband connectivity at own expense to provide teaching support for online classes, if 'Work From Home' is required. Conveyance arrangement have to arranged by themselves for daily commute.