



Indian Institute of Management Kashipur

JOB VACANCY

IIM Kashipur intends to create panels for the following positions as detailed below. 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. 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.

88/16/8/19

2. ACADEMIC ASSOCIATE IN GENERAL MANGEMENT / COE-PPG

Job responsibilities:

- Assist faculty in teaching and research
- To write project proposals for various funding agencies.
- To execute the various research, training and education projects as per the terms and conditions of the sponsors.
- To monitor project activities, expenditure, submit periodic reports to the sponsors.
- To liaison with sponsors, ministries and external experts.
- To carry out administrative / academic work with regards to the project activities and COEPPG events.

Required qualifications:

- Postgraduate in Law / Social Sciences / Social Work / Sociology / Political Science / Gender Studies / Mass Communication.
- 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

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

Contd..Page / 2

Prakash
16/8/19
DEAN
Indian Institute of Management
Kashipur 244713 (Uttarakhand)

3. SENIOR / JUNIOR RESEARCH FELLOW / RESEARCH ASSISTANT IN EXTERNALLY FUNDED PROJECTS (LAW / ICSSR)

Job responsibilities: (i) To execute the various research, training and project related works as per the terms and conditions of the funding agency/Ministry/ICSSR; (ii) To monitor project activities, expenditure, submit periodic reports to the sponsors. (iii) To liaison with sponsors, ministries and external experts; and (iv) To carry out administrative / academic work with regards to the project activities and events.

Required qualifications:

- i) PhD / Postgraduate in Social science / Arts / Law / Management
- ii) Excellent skill in written and spoken English.
- iii) Previous research experience and Computer knowledge (word, excel)
- iv) Knowledge project management, and experience in organizing workshops/seminars and experience in fieldwork, interviewing and survey.

Remuneration: Academic Associates will be given a stipend of Rs. 22,000/- to Rs.35, 000/- per month depending on qualification, experience, merit, performance in the interview/test. Support will be provided for attending one national conference in a year. Support may also be provided for attending one national conference in a year. Hostel Accommodation will be provided in Research Scholar's Hostel, subject to availability. SRF/JRF/RA post will carry the remuneration and facilities as mandated by the sponsoring agency/ministry.


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 or till the end of the project, whichever is earlier.

Age: Preferably below 35 years.

Selection process: Shortlisted candidates will be interviewed in person or via Skype. The selected candidate should join immediately. Candidates are requested to provide their Skype ID in the application.

How to apply: Candidates are requested to send their updated CV, along with a cover letter to IIM Kashipur Personnel Department at personnel@iimkashipur.ac.in, clearly mentioning the name of the post applied for in the subject line of their email. Candidates must their Skype ID and mobile numbers in their application.

The last date of the receipt of the application will be **6th Sept, 2019**.


16/08/19
DEAN
Indian Institute of Management
Kashipur 244713 (Uttarakhand)