

JOB VACANCY: Academic Associate (Program Office)

IIM Kashipur intends to engage an **Academic Associate in program office** in on the following terms and conditions:

Job responsibilities: Academic Associates (AAs) shall assist the Program office in all academic matters.

Required qualifications: Post Graduate preferably MBA. Should be well versed with MS-office. And office procedures.

Candidate must possess demonstrated good written and verbal skills.

Remuneration: Academic Associates will be given a stipend of Rs. 20,000/- to Rs.25, 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.

Duration: Appointments will be made purely on contract basis for a period of one year initially and renewable annually. It is expected that an Academic Associate spends a maximum of three years in the Institute and leave the Institute to take up higher academic positions in other Institutions.

Age: Preferably below 35 years.

How to apply

Walk-In Interview is scheduled on 15th Feb, 2018.