

Date 1 OCT 2014

**RECRUITMENT NOTICE**

Two Academic Associates are required to work for Center of Excellence (CoE) in Public Policy & Government, Indian Institute of Management Kashipur.

<b>Position</b>	<b>Academic Associate</b>
Eligibility	A post-graduate with first class and with three years' experience either in academics or industry, or an M. Phil [or higher] is qualified to apply. Applicants with two years' experience or fresh PhDs with or without experience may also apply for this position. a. Academic Associate: 1 position for Master Degree in Political Science / Sociology / Development / Gender Studies. b. Academic Associate: 1 position for Master Degree in English / Communication / Media studies.
Experience Desirable	<ul style="list-style-type: none"><li>• One or two years of work experience specially in academic / research institutions / Media Houses</li><li>• Skills: Good writing, analytical, presentation skills.</li><li>• Computer knowledge (word, excel, power point, SPSS or Film Editing)</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).</li><li>• Possibility of subsequent extension in the same position subject to satisfactory performance.</li></ul>
Remuneration	Academic Associates will be given a stipend of Rs 20,000 - 35,000/- per month (all inclusive) depending on qualification, experience, merit, performance in the interview/test. Support will be provided for attending one national conference in a year.
Documents for submission	<ol style="list-style-type: none"><li>a. Cover letter with essay of 300 words stating your interest to work for this position</li><li>b. Complete bio-data within 3 pages mentioning <u>Gtalk</u> and <u>Skype</u> IDs</li><li>c. A sample of your writing – a research paper, book chapter or article, may be either published or unpublished.</li><li>d. Two References of people you have worked with.</li></ol>

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 **15 October 2014**. Applications received after due date will be kept in roster for future requirement. If the candidate is selected, s/he has to join in this position by 1st Nov 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:

Personnel Office, IIM Kashipur.

Email: [sharad.srivastava@iimkashipur.ac.in](mailto:sharad.srivastava@iimkashipur.ac.in)

Mobile: 09675253242

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