

Ref. No. IIM ASR/ Rectt.-04/AA/2025

Date:27/11/2025

ROLLING ADVERTISEMENT

The Indian Institute of Management Amritsar is an Institute of National Importance and the 15th IIM set up by the Ministry of Education (earlier Ministry of Human Resource Development) located in Amritsar, Punjab, India, invites online applications from eligible Indian citizens for the position of **Academic Associate - Trainee** on a contractual basis.

For any query/issue related to technical/portal, kindly contact on recruitment@iimamritsar.ac.in .

Position	<i>Academic Associate - Trainee</i>
Area/Department	<i>1. Organisational Behavior and Human Resources</i>
Position Type	Contractual
Age Limit	Not exceeding 30 years of age as on the closing date for receipt of the application. The position are open for all category candidates and Institute provides age relaxation as per GOI rules.
Essential Job Functions	<p>1. Academic Support</p> <ul style="list-style-type: none"> ➤ Assist faculty members in course preparation, classroom management, and delivery of academic programs. ➤ Support in preparation of teaching materials, case studies, presentations, assignments, and examinations. ➤ Help in designing, updating, and maintaining course outlines, reading lists, and online learning platforms (such as Moodle/Google Classroom/LMS). <p>2. Research Assistance</p> <ul style="list-style-type: none"> ➤ Provide support in faculty research activities including literature review, data collection, data analysis, and report writing. ➤ Assist in academic projects, research papers, working papers, and case development. <p>3. Evaluation & Grading</p> <ul style="list-style-type: none"> ➤ Support in evaluation of assignments, quizzes, and exams under the supervision of concerned faculty. ➤ Ensure fairness, confidentiality, and timely reporting of student assessments. <p>4. Program & Administrative Support</p> <ul style="list-style-type: none"> ➤ Coordinate with program offices (MBA, Executive MBA, IPM, MSDSM, etc.) for smooth conduct of courses and examinations. ➤ Provide assistance during academic events such as seminars, workshops, guest lectures, and conferences. ➤ Maintain proper documentation and records of academic and administrative activities. <p>5. Student Engagement</p> <ul style="list-style-type: none"> ➤ Act as a bridge between faculty and students for academic clarifications. ➤ Provide academic guidance and logistical support to students, whenever required.

	<p>6. Other Responsibilities</p> <ul style="list-style-type: none"> ➤ Perform any other tasks assigned by faculty members, program offices, or institute authorities in line with academic and administrative requirements. ➤ Uphold academic integrity, confidentiality, and institutional values in all assignments. ➤ Any other work/task may be assigned by the Competent Authority or Head of the Department or the designated functionary to whom the Director may delegate such authority.
Minimum Educational Qualifications and Experience	<ol style="list-style-type: none"> 1. Two year post-graduate degree from an UGC/AICTE recognized university/ Institute in Human Resource Management/Industrial Relations and Personnel Management/Industrial Psychology/Industrial Organizational Psychology /Applied Psychology/MBA (OB-HR)/MSW or any related filed. 2. Knowledge and Skills: Candidate should have knowledge of MS Office and other computer-related software and have good communication skills (both written & verbal), interpersonal skills, and multi-tasking abilities. <p>Note: Applicants who are awaiting the final results of their postgraduate degree may also apply. However, they must produce mark sheets of all semesters at the time of joining. Failure to submit the same will lead to cancellation of the offer.</p>
Remuneration	The selected candidate will receive a consolidated monthly stipend in the scale of Rs. 25,000/- P.M. to Rs. 35,000/- P.M. (depending upon the qualification, experience, and performance in the interview) and other benefits as per the institute's policy.
Method of Selection	Interview

General Instructions

Please read all the instructions carefully before filling out the application form.

- a) The contract is initially for one year and can be extended up to a maximum period of five years on year-to-year basis as per the Institute requirements and candidate performance.
- b) A candidate applying for the above position must be a citizen of India.
- c) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy their suitability for the position to which they are applying.
- d) If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false, incomplete, or incorrect information, their candidature will be rejected/canceled/terminated immediately. The Institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at a later date.
- e) Applicants should take due care while filing online information for different area/positions. Application, once submitted online, cannot be altered/resubmitted under any circumstances. Further, no request with respect to making changes in any data/ particular will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling out the application online.
- f) Merely fulfilling minimum eligibility criteria does not entail a call for written test/interview for the selection. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call any applicant for selection test or to leave the position unfilled through this round of selection process without assigning any reason. The Institute reserves the right to restrict the number of candidates for Interviews to a maximum of five or fewer.
- g) The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience, and other such parameters) for screening and shortlisting the applications of applicants to be called for Written Test(s)/interview (wherever applicable). The minimum qualifying marks for the Written Test /Interview will be as per the standard fixed by the Institute at its discretion.
- h) Age relaxation for candidates belonging to SC/ST/OBC/PwD category shall be applicable as per norms of Govt. of India. The age limit is relaxed as per existing rules for which applicants must attach the requisite certificate, as per norms.
- i) For availing the benefits of Other Backward Classes/ Economically Weaker Section, the candidates are required to produce the latest OBC non-creamy layer certificate/ Income and Asset certificate on the prescribed proforma as prescribed by the Government of India.
- j) Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under the Government of India instructions are encouraged to apply.

- k) The number of vacancies indicated in the notification is tentative. Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, Institute also reserves the right NOT to fill any of the post advertised without assigning any reason.
- l) While filling the application form, candidates have to upload their education certificate, experience certificate with latest salary slip (if any) and other certificates with clear visibility. If such certificates are found missing or illegible, their candidature will be summarily rejected and no communication will be made/entertained in this regard.
- m) Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date and/or any time during service, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.
- n) Canvassing in any form and / or bringing any influence, political or otherwise, will definitely be treated as a disqualification for the post applied for.
- o) Any dispute with regard to the selection/recruitment process will be subject to courts/Tribunals having jurisdiction over Amritsar, Punjab.

Instruction for Application Submission

- a) **The candidates are required to apply ONLINE only from 27/11/2025 to 17/12/2025 up to 05:30 PM.**
- b) For submission of application through ONLINE MODE, please visit: <https://iimamritsar.ac.in/p/career-1>
- c) The crucial date for determining the age limit and other eSSSeligibility criteria shall be the closing date for the receipt of the application.
- d) Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
- e) Candidates who desire to apply for more than one post should apply online separately and submit the fee for each post.
- f) Incomplete applications will be summarily rejected, applications received after the last date shall not be entertained, and the Institute will not be responsible for any delay.
- g) Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

- h) After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the written test/ Interview.
- i) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only.

Correspondence, if any, from the Institute, including interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. The Institute shall entertain no interim correspondence or personal inquiries.

For any query related to above, kindly contact on recruitment@iimamritsar.ac.in .