



Institute of Rural Management Anand

IRMA Requires

Academic Associate in Finance and Accounts Area

IRMA is a premier Institute which is engaged in teaching, training, research and consultancy in rural management thereby addressing the priorities of the nation. From those aspiring for academic career and seeking to enhance their teaching and research experience, IRMA invites applications for the position of Academic Associate in the Finance and Accounts Area.

Job responsibilities: Academic Associate will work closely with faculty members in the area and assist them in undertaking following activities:

- Assist the faculty in recording and maintaining the attendance
- Assist the faculty in evaluation of Class Participation
- Assist the faculty in searching material for course pack
- Assist the faculty in designing quizzes and examinations
- Assist the faculty in evaluating answer papers and assigning of grading
- Assist the faculty in taking tutorial classes
- Attend the invigilation duties as and when assigned by PRM/FPRM/PRMX office
- Facilitating group assignments to students
- Other academic assignments given by faculty in the area

Qualification and Experience

Essential

- Post-graduate in Commerce/Management with specialisation in Finance / Accounts with first class /equivalent grade at Post Graduation Level.
- Fluent in written and spoken English as well as MS office.
- Inclination towards career in academics.

Preferable

- Two years' experience in academics/industry/research.
- M. Phil. with two years' experience as mentioned above.

Remuneration: Academic Associates will be given a consolidated remuneration up to Rs.30,000/- per month depending on qualification, experience, merit and performance in the test/interview, with good growth opportunities.

Duration: Appointments will be made purely on contract basis for a period of two years. This will be expendable by one year depending upon suitability to both parties.

Age: Not more than 35 years.

Selection process: Shortlisted candidates will be invited for a personal interview; the interview may also be done from remote measures. Travel fare by AC III tier will be reimbursed for candidates invited to campus for interview.

IRMA reserves the right to accept/reject any application. Relaxation/change in qualification/experience may be considered by IRMA in case of an exceptional candidate or in a case where no candidate is found suitable from this advertisement.

Interested candidates may apply online by 25th December, 2019 at <https://www.irma.ac.in/careers/careers.php>.