



भारतीय प्रबंध संस्थान कोषिकोड  
आई आई एम् कोषिकोड कैम्पस- पी ओ  
**INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE**  
**IIM Kozhikode Campus P.O.**

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**Notification No. C-17/2014/TA-IIMK.AA**

Indian Institute of Management Kozhikode invites online applications for appointment to the contractual position of TEACHING ASSISTANT in Marketing Area.

<b>Range of Consolidated Monthly Remuneration</b>	Rs.10,000 - Rs. 14,000
<b>Maximum Age limit</b>	35 years (relaxation of 05 years for SC/ST & 03 years for OBC Non-creamy layer)
<b>Academic Area</b>	Marketing Management
<b>Qualification*</b>	<b>MBA (Marketing)</b> with <i>good communication skills in English (both written and verbal) and excellent proficiency in MS Office.</i>
<b>Date &amp; Time of Interview</b>	To be announced later in the website

**PROCESS OF SELECTION:**

By interview. In case there are many candidates, a screening test will be held to shortlist the candidates for Interview.

**INSTRUCTIONS:**

1. Applications are to be submitted **ONLINE** and candidate has to appear for the interview at IIMK Campus, Kunnamangalam, Kozhikode on the designated date.
2. Candidates are requested to browse the website periodically so as to ascertain the date of interview (<http://www.iimk.ac.in/announcements/jobopen.php>)
3. Eligible candidates will also be intimated the date of interview by e-mail. However, they are requested to browse our website periodically for update on the date of interview.
4. **Last date for submission of online application is 21.06.2014.** Last date of online application will be taken into consideration for calculation of age.
5. Candidates are required to bring the following documents at the time of interview:
  - a) Printed copy of online application form duly signed.
  - b) Certificates and marksheets (SSLC onwards) in original on proof of educational qualification and work experience.
6. The tenure of Teaching Assistant may normally be for a period of 11 months.

**JOB DESCRIPTION OF THE POSITION:**

- Service of Teaching Assistant is utilized for various academic support activities such as searching and updating course contents/materials, evaluation of class contributions and assignments, software support, consolidation of results/grade, and other liaison activities.
- Teaching Assistants are also expected to provide support for course administration responsibilities done by Post Graduate Programme Office.

- a) Calculating Grading for each trimester, using the prescribed format specified by PGP/E PGP/FPM Office etc.
- b) Monitoring and maintenance of students' attendance by marking and tabulating.
- c) Participation in the invigilation of examinations, quizzes etc.
- d) Assist in Conduct of Conferences, Seminars, Workshops and MDPs in the Institute.
- e) Collection and sorting of answer papers from Post Graduate Programme Office for handing over to Faculty members.

The list is not exhaustive and therefore, he/she has to undertake new roles as and when assigned on functional and need basis.

Kozhikode  
Date: 11.09.2014

Sd/-  
Senior Administrative Officer  
(Academic Administration)