



विकास प्रबंधन संस्थान  
Development Management Institute

**Ref No: DMI/Academic/FDC/26/2022-2023/491**

**Date: Oct 04, 2024**

**Job Title:** Academic Associate

**Location:** Development Management Institute, Patna, Bihar

**About DMI:**

Development Management Institute (DMI) was set up on February 13, 2014 pursuant to a desire of the Government of Bihar to establish a High Performing Knowledge Institution (HPKI). DMI believes that the livelihoods of small producers and marginalized people can be enhanced by organizing them to form member participation based, democratically governed institutions that leverage the strengths of collectives and build enduring partnerships with professionals for reaping the benefits of technology and market integration. Inspired by and recognising the growing need for Development Management Professionals, the Government of Bihar took the initiative to establish DMI as an autonomous institution. From those aspiring for a career in enhancing their teaching and research experience, DMI, Patna invite applications for the position of Academic Associate in various areas.

DMI seeks academic associate in the following five areas:

1. Economics and Finance
2. Humanities, Social Sciences, Organization Behaviour or Human Resource Management
3. General Management & Marketing
4. Operations Management & Qualitative Techniques (OM & QT)
5. Information Systems (IS) & Emerging Technologies

**Role Description:**

The responsibilities of the role include:

- Assisting the teaching faculty in preparing course outlines, identifying and collection reading materials(from the Library and other sources), and developing teaching notes;
- Assisting in the evaluation work for the course(s), maintaining the records and, with concurrence of the faculty, sharing the interim evaluation results with the PDM office at timely intervals;
- Being a part of and taking responsibility as assigned for tutorial classes;
- Tracking participant(student) progress in the courses and alerting the teaching faculty and the PDM office of cases;
- Working with the PDM Office in invigilator roles during examinations;
- Performing other duties of the institute as assigned.



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**Selection Criteria:**

**Essential:**

- Post-graduate in relevant discipline (eg. Management, Commerce, Social Sciences, etc.) or four years under graduation (B. Tech, BE, Integrated programmes) or graduate with Professional Qualification (e.g. CA/ICWA), with minimum of 60% marks.

**Preferred:**

- Experience of work in institute of higher education/ research is desirable.
- Excellent written and verbal communication skills
- Proficiency in MS-Office and tools like Excel, Word and Power-Point

**Age:**

The applicant's age should preferably be below 30 years.

**Nature of Appointment:**

The position would be for 11 months and it may be extended for a maximum of two more terms based on performance.

**Remuneration:**

The consolidated remuneration will be in the range of Rs. 40,000 to Rs. 50, 000/- per month based on qualification and experience. In addition, medical insurance and Provident Fund contribution as applicable will be provided.

**Selection Process:**

The selection process shall be based on the profile, written test and interview. Only shortlisted candidates will be invited for written test and interview.

**To Apply:**

Interested candidates may please apply online by

**October 24, 2024**

**Please Note:**

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a large number of applications. Only short-listed candidates will be called for the interview, and no correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.

DMI is dedicated to ensuring equal opportunities and inclusion of all social groups, including minorities, gender, scheduled castes, scheduled tribes, other backward classes and individuals with disabilities.