Application Form : Teaching Assistant (TA) - [Specify Area]

***Areas available:*** *Marketing/Finance/Economics/Operations Management & Quantitative Techniques/Information Management & Analytics/Strategy & General Management/Human Resources & Organizational Behavior*

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| --- | --- |
| **1. Personal Details** | |
| Full Name |  |
| Date of Birth and Age |  |
| Gender |  |
| Present position and Organization |  |
| Email Address |  |
| Contact Number |  |
| Present residential address |  |

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| **2. Educational Qualifications** | | | | |
| **Degree** | **University/ Institute/ Board** | **Percentage/ CGPA** | **Specialization** | **Year of completion** |
| Post Graduation |  |  |  |  |
| Under Graduation |  |  |  |  |
| 12th |  |  |  |  |
| Certifications/Any Other |  |  |  |  |

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| **3. Prior Experience as TA (if any)** | | |
| **Period**  **(From – To)** | **Name of Organization** | **Key Responsibilities** |
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| **4. Other Work Experience (excluding TA roles) *[latest to earliest]*** | | | | |
| **Position held** | **Period**  **(From – To)** | **Name of Organization** | **Nature of Job** | **Full-time/Part-time/Internship** |
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| **5. Technical Skills** | |  | |  |
| **Skill** | **Yes/No** | | **Proficiency Level (Basic / Intermediate / Advanced)** | |
| MS Word |  | |  | |
| MS Excel |  | |  | |
| MS PowerPoint |  | |  | |
| SPSS |  | |  | |
| Python |  | |  | |
| Others (please specify) |  | |  | |

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| **6. Earliest date when you can join, if selected** |
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| **7. Two References** | | |  |  |  |
| **S. No.** | **Name** | **Designation** | **Organization** | **Email** | **Mob. No** |
| i |  |  |  |  |  |
| ii |  |  |  |  |  |

Note:

1. Please submit this completed form to [**tarecruitment@imi.edu**](mailto:tarecruitment@imi.edu) with the subject line: 'Application for TA - [Specify Area]
2. Additional rows may be inserted under points 2, 3, and 4 to provide details of all relevant qualifications and experiences, as needed.