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*

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

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

|  |
| --- |
| **3. Prior Experience as TA (if any)** |
| **Period****(From – To)**  | **Name of Organization** | **Key Responsibilities** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **5. Technical Skills**  |  |  |
| **Skill** | **Yes/No** | **Proficiency Level (Basic / Intermediate / Advanced)** |
| MS Word |  |  |
| MS Excel |  |  |
| MS PowerPoint |  |  |
| SPSS  |  |  |
| Python |  |  |
| Others (please specify) |  |  |

|  |
| --- |
| **6. Earliest date when you can join, if selected** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Two References** |  |  |  |
| **S. No.** | **Name** | **Designation** | **Organization**  | **Email** | **Mob. No** |
| i |  |  |  |  |  |
| ii |  |  |  |  |  |

Note:

1. Please submit this completed form to **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.