



**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
**IIMK CAMPUS P O, KOZHIKODE-673 570**

**UPDATED STAFF RECRUITMENT & PROMOTION RULES, 2019**  
**SECTION I: RECRUITMENT RULES**

**Department/Area: Administration**

Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
01	<b>Multi-Tasking Staff</b> Group C Pay Level-01 (Rs.18000-56900)	Direct Recruitment (01 Post)	<b>Qualification:</b> Pass in 10 <sup>th</sup> Standard. <b>Experience:</b> Nil. <b>Age limit:</b> 45 years.
02	<b>Driver- Cum-Office Staff</b> Group C Pay Level-02 (Rs.19900-63200)	Direct Recruitment (02 Posts)	<b>Qualification:</b> Pass in 10 <sup>th</sup> Standard and valid Light Vehicle & Heavy Vehicle Driving license. <b>Experience:</b> Three (03) years relevant experience in Pay Level-01 (Rs.18000-56900) or equivalent relevant service and pay. <b>Age limit:</b> 45 years.
03	<b>Junior Executive</b> Group C Pay Level-03 (Rs.21700-69100)	Direct Recruitment (05 Posts)	<b>Qualification:</b> Graduation in any discipline <b>Experience:</b> Two (02) years relevant experience in Pay Level-02 (Rs.19900-63200) or combined relevant experience of four (04) years in Pay Level-01 (Rs.18000-56900) and Pay Level-02 (Rs.19900-63200) or equivalent relevant service and pay. <b>Age limit:</b> 30 years.



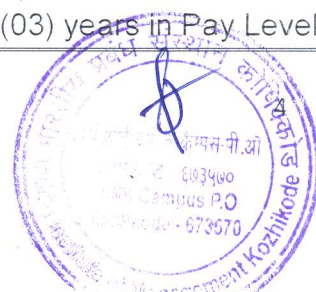
04	<b>Junior Assistant</b> Group C Pay Level-04 (Rs.25500-81100)	Direct Recruitment (11 Posts)	<p><b>Qualification:</b> Graduation in any discipline.</p> <p><b>Experience:</b> Five (05) years relevant office clerical experience in Pay Level-03 (Rs. 21700-69100) or eight (08) years relevant office clerical experience in Pay Level-02 (Rs. 19900-63200) or equivalent relevant service and pay.</p> <p><b>Age Limit:</b> 35 years.</p>
05	<b>Junior Assistant</b> Group C Pay Level-04 (Rs.25500-81100)	By Promotion (05 posts)	<p><b>Eligibility:</b> Junior Executives who have put five (05) years service in Pay Level-03 (Rs.21700-69100) as on the cut-off date.</p> <p><b>Qualification:</b> Graduation in any discipline</p> <p><b>Age Limit:</b> Not applicable.</p>
06	<b>Stores Assistant</b> Group C Pay Level-04 (Rs.25500-81100)	Direct Recruitment (01 Post)	<p><b>Qualification:</b> Graduation in any discipline with Diploma Course in Materials Management or Degree in Materials Management</p> <p><b>Experience:</b> Five (05) years relevant experience in Pay Level-03 (Rs.21700-69100) or Eight (08) years relevant experience in Pay Level-02 (Rs.19900-63200) or equivalent relevant service and pay.</p> <p><b>Age limit:</b> 35 years.</p>
07	<b>Junior Manager</b> Group C Pay Level-04 (Rs.25500-81100)	Direct Recruitment (01 Post)	<p><b>Qualification:</b> Graduation in any discipline</p> <p><b>Experience:</b> Five (05) years relevant experience in Pay Level-03 (Rs.21700-69100) or eight (08) years relevant experience in Pay Level-02 (Rs. 19900-63200) or equivalent relevant service and pay.</p> <p><b>Age limit:</b> 35 years.</p>



08	<b>Junior Assistant (Rajbhasha)</b> Group C Pay Level-04 (Rs.25500-81100)	Direct Recruitment (01 Post)	<p><b>Qualification:</b> Masters degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. <b>OR</b> Masters degree from a recognized University in English with Hindi as a compulsory or elective subject or as medium of examination at the degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma course or Certificate course in translation from Hindi to English &amp; vice versa or two years experience of translation work from Hindi to English and vice versa.</p> <p><b>Experience:</b> Two (02) years' relevant experience in Pay Level-03 (Rs.21700-69100) or combined relevant experience of four (04) years in Pay Level-02 (Rs. 19900-63200) and Pay Level-03 (Rs.21700-69100).</p> <p><b>Age Limit:</b> 35 Years</p>
09	<b>Assistant</b> Group B Pay Level-06 (Rs.35400-112400)	Direct Recruitment (09 Posts)	<p><b>Qualification:</b> Graduation in any discipline</p> <p><b>Experience:</b> Six (06) years relevant office clerical experience in Pay Level-05 (Rs.29200-92300) or combined service of eight (08) years relevant office clerical experience in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs.29200-92300) or equivalent relevant service and pay.</p> <p><b>Age limit:</b> 35 years.</p>
10	<b>Assistant</b> Group B Pay Level-06 (Rs.35400-112400)	By Promotion (08 Posts)	<p><b>Eligibility:</b> Junior Assistant/Stores Assistant /Junior Manger, who have put six (06) years of service in Pay Level-05 (Rs.29,200-92,300) or who have put combined service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay</p>



			<p>Level-05 (Rs.29200-92300) as on the cut-off date.</p> <p><b>Qualification:</b> Graduation in any discipline</p> <p><b>Age Limit:</b> Not applicable.</p>
11	<b>Assistant Administrative Officer</b> Group B Pay Level-07 (Rs.44900-142400)	Direct Recruitment (10 Posts)	<p><b>Qualification:</b> Graduation in any discipline.</p> <p><b>Experience:</b> Five (05) years' relevant Administrative experience in Pay Level-06 (Rs.35400-112400) or combined service of ten (10) years relevant Administrative experience in Pay Level-04 (Rs.25500-81100)/ Pay Level-05 (Rs.29200-92300) / Pay Level-06 (Rs.35400-112400) or equivalent service and pay.</p> <p><b>Age limit:</b> 40 years</p>
12	<b>Assistant Administrative Officer</b> Group B Pay Level-07 (Rs.44900-142400)	By Promotion (08 Posts)	<p><b>Eligibility:</b> Assistants, who have put five (05) years of service in Pay Level-06 (Rs.35400-112400), as on the cut-off date.</p> <p><b>Qualification:</b> Graduation in any discipline.</p> <p><b>Age limit:</b> Not applicable.</p>
13	<b>Administrative Officer</b> Group A Pay Level-10 (Rs.56100-177500)	By Promotion (11 Posts)	<p><b>Eligibility:</b> Assistant Administrative Officers, who have put three (03) years of service in Pay Level-07 (Rs.44900-142400), as on the cut-off date.</p> <p><b>Qualification:</b> Graduation in any discipline.</p> <p><b>Age limit:</b> Not applicable.</p>
14	<b>Manager</b> Group A Pay Level-10 (Rs. 56100-177500) (Posts of Manager-EPGP, Manager-MDP and	Direct Recruitment (03 Posts)	<p><b>Qualification:</b> Graduation in any discipline.</p> <p><b>Experience:</b> Twelve (12) years' relevant Administrative experience with a minimum service of three (03) years in Pay Level-07</p>



	Manager-Kochi Campus have been pooled)		(44900-142400) or equivalent service and pay.  <b>Age limit:</b> 45 years.
15	<b>Public Relations Officer</b> Group A Pay Level-10 (Rs. 56100-177500)	Direct Recruitment (01 post)	<b>Qualification:</b> Graduation in any discipline. Desirable: Post-Graduate degree in Public Relations or Journalism or Mass Communication from a reputed University / Institute.  <b>Experience:</b> Twelve (12) years' experience in General Administration, public relations, journalism, mass communication, media management and relations (online, broadcast and print) with a minimum service of 03 years in Pay Level-07 (Rs.44900-142400) or equivalent service and pay. Experience in Institutes of repute like IIMs, IIT, IISER etc. will be preferred.  <b>Age Limit:</b> 45 Years
15	<b>Senior Administrative Officer</b> Group A Pay Level-11 (Rs. 67700-208700)	Direct Recruitment (02 Posts)	<b>Qualification:</b> Post Graduate in Management / MBA / PGDM (minimum two year course).  <b>Experience:</b> Fifteen (15) years Administrative experience with a minimum service of five (05) years in Pay Level-10 (Rs.56100-177500) or equivalent service and pay.  <b>Age limit:</b> 50 years
16	<b>Senior Administrative Officer</b> Group A Pay Level-11 (Rs.67700-208700)	By Promotion (01 Post)	<b>Eligibility:</b> Administrative Officer / Manager, who have put five (05) years of service in Pay Level-10 (Rs. 56100-177500), as on the cut-off date.  <b>Qualification:</b> Post Graduate in Management/ MBA/PGDM (minimum two year course).  <b>Age limit:</b> Not applicable.



17	<b>Senior Executive Secretary to Director</b> Group A Pay Level-12 (Rs. 78800-209200)	Direct Recruitment (01 Post)	<b>Qualification:</b> MBA  <b>Experience:</b> Fifteen (15) years of experience as an Executive Assistant / Executive Secretary or other relevant administrative support experience out of which minimum 5 years should be in Pay Level-10 (Rs. 56100-177500) or equivalent relevant service and pay. Alternatively, the candidate should have 25 years of experience out of which minimum 3 years should be in Pay Level-07 (Rs.44900-142400) or equivalent relevant service and pay. Experience of working with National Level Educational Institute would be an added advantage.  <b>Age limit:</b> 50 years.
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**Department/Area: IT Services**

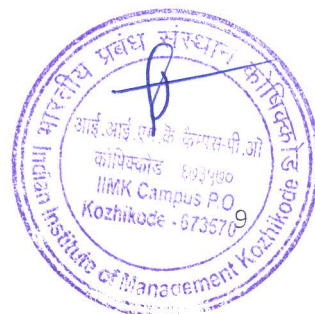
Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
18	<b>Junior Technical Assistant –IT</b> Group C Pay Level-04 (Rs. 25500-81100)	Direct Recruitment (04 Posts)	<p><b>Qualification &amp; Experience:</b> Three year Diploma Course in Computer Engineering with minimum five (05) years relevant post qualification experience in Pay Level-03 (Rs.21700-69100) or equivalent relevant service and pay</p> <p><b>OR</b></p> <p>BCA with minimum three (03) years relevant post qualification experience in Pay Level-03 (Rs. 21700-69100) or equivalent relevant service and pay.</p> <p><b>OR</b></p> <p>B.E/B.Tech (Computer Science &amp; Engg/ Information Technology) / MCA with two (02) years relevant post qualification experience in Pay Level-03 (Rs. 21700-69100) or equivalent relevant service and pay.</p> <p><b>Age Limit:</b> 35 years</p>
19	<b>Technical Assistant-IT</b> Group B Pay Level-06 (Rs.35400-112400)  (Posts of Technical Assistant/ Technical Assistant (Web Applications)/Assistant Programmer have been merged)	Direct Recruitment (01 post)	<p><b>Qualification &amp; Experience:</b> Three year Diploma Course in Computer Engineering with minimum eight (08) years relevant post qualification experience in Pay Level-05 (Rs.29200-92300) or combined service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs.29200-92300) or equivalent relevant service and pay.</p> <p><b>OR</b></p> <p>BCA with minimum six (06) years relevant post qualification experience in Pay Level-05 (Rs.29200-92300) or combined service of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant service and pay.</p>



			<p style="text-align: center;"><b>OR</b></p> <p>B.E/B.Tech (Computer Science &amp; Engg/ Information Technology) / MCA with three (03) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined service of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant service and pay.</p> <p><b>Age limit:</b> 35 years</p>
20	<b>Technical Assistant –IT</b> Group B Pay Level-06 (Rs.35400-112400)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Junior Technical Assistant –IT who have put six (06) years of service in Pay Level-05 (Rs.29,200-92,300) or who have put combined service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs.29200-92300) as on the cut-off date.</p> <p><b>Qualification:</b> Three year Diploma Course in Computer Engineering/B.E/ B.Tech. (Computer Science &amp; Engg/Information Technology) / MCA.</p> <p><b>Age Limit:</b> Not applicable.</p>
21	<b>Technical Officer–IT</b> (Pre-Revised: Programmer) Group B Pay Level-07 (Rs.44900-142400)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Technical Assistant-IT/ Technical Assistant/ Technical Assistant (Web Applications) / Assistant Programmer, who have put five (05) years of service in Pay Level-06 (Rs. 35400-112400), as on the cut-off date.</p> <p><b>Qualification:</b> Three year Diploma Course in Computer Engineering/ B.E /B.Tech. (Computer Science &amp; Engg/Information Technology) / MCA.</p> <p><b>Age Limit:</b> Not applicable.</p>
22	<b>Systems Officer</b> (Pre-revised: System Analyst) Group A	By Promotion (02 Posts)	<p><b>Eligibility:</b> Technical Officer-IT/ Programmer, who have put three (03) years of service in Pay Level-07 (Rs. 44900-142400) as on the cut-off date.</p>



	Pay Level-10 (Rs.56100-177500)		<b>Qualification:</b> B.E/B.Tech. (Computer Science & Engg/ Information Technology) / MCA.  <b>Age Limit:</b> Not applicable.
23	<b>Systems Manager</b> (Pre-Revised: Assistant Systems Manager) Group A Pay Level-11 (Rs. 67700-208700)	Direct Recruitment (01 Post)	<b>Qualification:</b> M.E/M.Tech (Computer Science & Engineering)/IT or MCA  <b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-10 (Rs.56100-177500) or equivalent relevant service and pay.  <b>Age Limit:</b> 50 years.
24	<b>Senior Systems Manager</b> Group A Pay Level-12 (Rs. 78800-209200)	Direct Recruitment (01 post)	<b>Qualification:</b> M.E/M.Tech (Computer Science & Engineering)/IT or MCA  <b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level 11 (Rs.67700-208700) or combined relevant service of six (06) years in Pay Level-10 (Rs.56100-177500) and Pay Level-11 (Rs.67700-208700) or equivalent relevant service and pay.  <b>Age Limit:</b> 50 years.



**Department/Area: Engineering Services**

Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
<b>CIVIL ENGINEERING</b>			
25	<b>Junior Engineer (Civil)</b> Group B Pay Level-06 (Rs.35400-112400)	Direct Recruitment (03 Posts)	<p><b>Qualification &amp; Experience:</b> Three year Diploma Course in Civil Engineering with eight (08) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined service of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant service and pay.</p> <p><b>OR</b></p> <p>B.E. / B.Tech in Civil Engineering with three (03) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant service of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs.29200-92300) or equivalent relevant service and pay</p> <p><b>Age limit:</b> 35 years</p>
26	<b>Assistant Engineer (Civil)</b> Group B Pay Level-07 (Rs.44900-142400)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Junior Engineer (Civil), who have put five (05) years of service in Pay Level-06 (Rs.35400-112400), as on the cut-off date.</p> <p><b>Qualification:</b> Three year Diploma Course in Civil Engineering / B.E. / B.Tech in Civil Engineering.</p> <p><b>Age Limit:</b> Not applicable.</p>
27	<b>Assistant Executive Engineer (Civil)</b> Group A Pay Level-10 (Rs. 56100-177500)	By Promotion (01 post)	<p><b>Eligibility:</b> Assistant Engineer (Civil), who have put three (03) years of service in Pay Level-07 (Rs.44900-142400), as on the cut-off date.</p> <p><b>Qualification:</b> B.E. / B.Tech in Civil Engineering.</p> <p><b>Age Limit:</b> Not applicable.</p>



28	<b>Manager (Infrastructure)</b> Group A Pay Level-11 (Rs. 67700-208700)	Direct Recruitment (01 Post)	<b>Qualification:</b> ME/ M.Tech in Civil Engineering <b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-10 (Rs.56100-177500) or equivalent relevant service and pay. <b>Age Limit:</b> 50 years.
29	<b>Senior Manager (Engineering Operations)</b> Group A Pay Level-12 (Rs. 78800-209200)	Direct Recruitment (01 Post)	<b>Qualification:</b> ME/ M.Tech in Civil Engineering <b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-11 (Rs.67700-208700) or combined relevant service of six (06) years in Pay Level-10 (Rs.56100-177500) and Pay Level-11 (Rs.67700-208700) or equivalent relevant service and pay. <b>Age Limit:</b> 50 years.
<b>ELECTRICAL ENGINEERING</b>			
30	<b>Junior Engineer (Electrical)</b> Group B Pay Level-06 (Rs.35400-112400)	Direct Recruitment (03 Posts)	<b>Qualification &amp; Experience:</b> Three year Diploma Course in Electrical Engineering with eight (08) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined service of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant service and pay. <b>OR</b> B.E. / B.Tech in Electrical Engineering/ Electrical and Electronics Engineering with three (03) years relevant post qualification experience in Pay Level-05 (Rs.29200-92300) or combined relevant service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs.29200-92300) or equivalent relevant service and pay. <b>Age limit:</b> 35 years

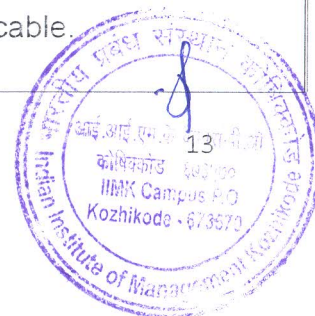


31	<b>Assistant Engineer (Electrical)</b> Group B Pay Level-07 (Rs.44900-142400)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Junior Engineer (Electrical), who have put five (05) years of service in Pay Level-06 (Rs.35400-112400), as on the cut-off date.</p> <p><b>Qualification:</b> Three year Diploma Course in Electrical Engineering/ B.E./B.Tech in Electrical Engineering.</p> <p><b>Age Limit:</b> Not applicable.</p>
32	<b>Assistant Executive Engineer (Electrical)</b> Group A Pay Level-10 (Rs.56100-177500)	By promotion (01 Post)	<p><b>Eligibility:</b> Assistant Engineer (Electrical), who have put three (03) years in Pay Level-07 (Rs.44900-142400), as on the cut-off date.</p> <p><b>Qualification:</b> B.E./B.Tech in Electrical Engineering.</p> <p><b>Age Limit:</b> Not applicable.</p>



**Department/Area: Finance & Accounts**

Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
33	<b>Junior Accountant</b> Group C Pay Level-04 (Rs. 25500-81100)	Direct Recruitment (04 Posts)	<p><b>Qualification:</b> B.Com/ BBA/ Inter-CA/ Inter-ICWA</p> <p><b>Experience:</b> Five (05) years relevant post qualification experience in Pay Level-03 (Rs. 21700-69100) or equivalent relevant post qualification service and pay.</p> <p><b>Age limit:</b> 35 years.</p>
34	<b>Accountant</b> Group B Pay Level-06 (Rs.35400-112400)	Direct Recruitment (02 Posts)	<p><b>Qualification:</b> B.Com/ BBA/ Inter-CA/ Inter-ICWA</p> <p><b>Experience:</b> Six (06) years relevant post qualification experience in Pay Level-05 (Rs.29200-92300) or combined relevant post qualification service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant post qualification service and pay.</p> <p><b>Age limit:</b> 35 years</p>
35	<b>Accountant</b> Group B Pay Level-06 (Rs.35400-112400)	By Promotion (01 post)	<p><b>Eligibility:</b> Junior Accountant, who have put six (06) years of service in <b>Pay Level-05 (Rs. 29200-92300)</b> or who have put combined service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs.29200-92300), as on the cut-off date.</p> <p><b>Qualification:</b> B.Com/ BBA/ Inter-CA/ Inter-ICWA</p> <p><b>Age Limit:</b> Not applicable.</p>



36	<b>Accounts Officer</b> Group B Pay Level-07 (Rs.44900-142400)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Accountants, who have put five (05) years of service in Pay Level-06 (Rs.35400-112400), as on the cut-off date.</p> <p><b>Qualification:</b> B.Com/ BBA/ Inter-CA/ Inter-ICWA</p> <p><b>Age Limit:</b> Not applicable</p>
37	<b>Senior Accounts Officer</b> Group A Pay Level-10 (Rs.56100-177500)	By Promotion (02 Posts)	<p><b>Eligibility:</b> Accounts Officers, who have put three (03) years of service in Pay Level-07 (Rs.44900-142400), as on the cut-off date.</p> <p><b>Qualification:</b> B.Com/ BBA/ Inter-CA/ Inter-ICWA</p> <p><b>Age Limit:</b> Not applicable.</p>
38	<b>Finance &amp; Accounts Officer</b> Group A Pay Level-11 (Rs. 67700-208700)	Direct Recruitment (01 Post)	<p><b>Qualification &amp; Experience:</b> CA/ICWA with eight (08) years relevant experience having a minimum five (05) years service in Pay Level-10 (Rs.56100-177500) or equivalent relevant service and pay. <b>OR</b> MBA Finance/PGDM Finance (minimum two year course) with ten (10) years relevant experience having a minimum service of five (05) years in Pay Level-10 (Rs.56100-177500) or equivalent relevant service and pay.</p> <p><b>Age Limit:</b> 50 years.</p>
39	<b>Senior Finance &amp; Accounts Officer</b> Group A Pay Level-12 (Rs. 78800-209200)	Direct Recruitment (01 Post)	<p><b>Qualification:</b> CA/ICWA</p> <p><b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-11 (Rs.67700-208700) or combined relevant service of six (06) years in Pay Level-10 (Rs.56100-177500) and Pay Level-11 (Rs.67700-208700) or equivalent relevant service and pay.</p> <p><b>Age Limit:</b> 50 years</p>



**Department/Area: Library & Information Services**

Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
40	Technical Assistant (Digital Library) Group B Pay Level-06 (Rs.35400-112400)	Direct Recruitment (01 Post)	<p><b>Qualification &amp; Experience:</b> Three year Diploma Course in Computer Engineering with minimum eight (08) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant post qualification service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant post qualification service and pay.</p> <p><b>OR</b></p> <p>BCA with minimum six (06) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant post qualification service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant post qualification service and pay.</p> <p><b>OR</b></p> <p>B.E/B.Tech (Computer Science &amp; Engg/ Information Technology) / MCA with three (03) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant post qualification service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant post qualification service and pay.</p> <p><b>Age limit: 35 years</b></p>
41	Library and Information Assistant Group B Pay Level-06 (Rs. 35400-112400)	By Direct Recruitment (01 Post)	<p><b>Qualification:</b> Bachelor's Degree in Library Science / Information Science / Documentation Science or an equivalent Professional Degree.</p>



			<b>Experience:</b> Six (06) years' relevant experience in Pay Level-05 (Rs.29200-92300) or combined relevant experience of eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs.29200-92300). Experience in Institutes of repute like IIMs, IIT, IISER etc. will be preferred.  <b>Age Limit:</b> 35 Years
42	<b>Senior Library &amp; Information Assistant</b> Group B Pay Level-07 (Rs.44900-142400)	Direct Recruitment (01 post)	<b>Qualification:</b> Bachelor's Degree in Library Science/Information Science/ Documentation Science or an equivalent Professional Degree  <b>Experience:</b> Ten (10) years relevant experience having a minimum five (05) years service in Pay Level-06 (Rs.35400-112400) or equivalent relevant service and pay.  <b>Age Limit:</b> 40 years
43	<b>Senior Library &amp; Information Assistant</b> Group B Pay Level-07 (Rs.44900-142400)	By promotion (01 post)	<b>Eligibility:</b> Library & Information Assistant who have put five (05) years of service in Pay Level-06 (Rs.44900-142400), as on the cut-off date.  <b>Qualification:</b> Bachelor's Degree in Library Science/Information Science / Documentation Science  <b>Age limit:</b> Not applicable.
44	<b>Assistant Librarian</b> Group A Pay Level-10 (Rs.56100-177500)	By Promotion (03 Posts)	<b>Eligibility:</b> Senior Library & Information Assistants/Assistant Librarian in Pay Level-07 who have put three (03) years of service in Pay Level-07 (Rs.44900-142400), as on the cut-off date.  <b>Qualification:</b> Bachelor's Degree in Library Science/Information Science / Documentation Science  <b>Age limit:</b> Not applicable.



45	<b>Deputy Librarian</b> Group A Pay Level-11 (Rs. 67700-208700)	Direct Recruitment (01 post)	<p><b>Qualification:</b> Master's Degree in Library Science/ Information Science/ Documentation Science with proficiency in computerized library service.</p> <p><b>Experience:</b> Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-10 (Rs.56100-177500) or equivalent relevant service and pay.</p> <p><b>Age Limit:</b> 50 years</p>
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## Heads of Department

Sl. No.	Name, Classification of Post & Pay Level	Mode of Recruitment	Eligibility Conditions & Terms of Engagement
46	<b>Chief Administrative Officer</b> Group A Pay Level- 13A (Rs.131100-216600) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment  <b>OR</b>  (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> Post Graduate in Management / MBA / PGDM (Two year Course) with fifteen (15) years administrative experience out of which two (02) years should be in Pay Level-13 (Rs.123100-215900) or six (06) years should be in Pay Level-12 (Rs.78800-209200) or equivalent pay and service. <b>Age limit:</b> 50 years (56 years for Deputation and 62 years for Contract basis).
47	<b>Chief Systems Manager</b> Group A Pay Level- 13A (Rs. 131100-216600) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment  <b>OR</b>  (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> M.E. / M.Tech. in Computer Science/ Information Technology / MCA with fifteen (15) years experience out of which two (02) years should be in Pay Level-13 (Rs.123100-215900) or six (06) years should be in Pay Level-12 (Rs.78800-209200) or equivalent pay and service. <b>Age limit:</b> 50 years (56 years for Deputation and 62 years for Contract basis).
48	<b>Librarian</b> Group A Pay Level- 13A (Rs. 131100-216600) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment  <b>OR</b>  (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> Master's Degree in Library Science /Information Science/documentation. At least thirteen (13) years as a Deputy Librarian in a university library or eighteen (18) years' experience as a College Librarian. Desirable: M.Phil./Ph.D. Degree in library science/information science / documentation/ achieves and manuscript-keeping. Evidence of innovative library service and organization of published work.




			<b>Age Limit:</b> 50 years. (56 years for Deputation and 62 years for Contract basis).
49	<b>Chief Manager (Infrastructure)</b> Group A Pay Level-13 (Rs. 123100-215900) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment <b>OR</b> (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> M.E. / M.Tech in Civil Engineering with experience in CAD / CAM & Automated Project Management Systems with fifteen (15) years experience out of which five years (05) should be Pay Level-12 (Rs.78800-209200) or ten (10) years in Pay Level-11 (Rs.67700-208700) or equivalent pay and Service.  <b>Age limit:</b> 50 years. (56 years for Deputation and 62 years for Contract basis).
50	<b>Chief Finance Officer</b> Group A Pay Level-13 (Rs.123100-215900) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment <b>OR</b> (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> CA / ICWA or MBA (Finance) or PGDM (Finance) / M.Com with Fifteen (15) years experience out of which five years (5) should be in Pay Level-12 (Rs.78800-209200) or ten (10) years in Pay Level-11 (Rs.67700-208700) or equivalent pay and Service.  <b>Age limit:</b> 50 years. (56 years for Deputation and 62 years for Contract basis).
51	<b>Chief Purchase Officer</b> Group A Pay Level-13 (Rs. 123100-215900) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment <b>OR</b> (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> Post Graduate in any discipline with Fifteen (15) years experience in handling contract and purchase matters out of which five years (05) should be in Pay Level-12 (Rs.78800-209200) or ten (10) years in Pay Level-11 (Rs.67700-208700) or equivalent pay and Service. Desirable: Post Graduate Diploma Course in Materials Management or Degree in law.  <b>Age limit:</b> 50 years.  (56 years for Deputation and 62 years for Contract basis).



52	<b>Chief Project Manager</b> Group A Pay Level-13 (Rs.123100-215900) (Consolidated Pay within the above Pay Level for Contract)	Direct Recruitment  <b>OR</b>  (for a period of three years in case of deputation/ contract)	<b>Qualification &amp; Experience:</b> M.E/M. Tech in Structural Engineering/Civil Engineering. Minimum 15 years of relevant experience in major Engineering procurement construction projects from design to commissioning, supervisory controls on sub-contractors, contract labour, statutory obligations, with exposure to various construction methods, and health and safety hazards (HSE norms) related to construction projects and in handling overlapping projects from IT, Engineering and ERP during the structural construction phase.  <b>Age limit:</b> 50 years.  (56 years for Deputation and 62 years for Contract basis).
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ले. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)  
Lt. Col. M. Julius George (Retd.)  
मुख्य प्रशासनिक अधिकारी  
Chief Administrative Officer  
भारतीय प्रबंध संस्थान कोषिकोड  
Indian Institute of Management Kozhikode  
आई.आई.एम.के. कैंपस पी.ओ., कोषिकोड 673570  
IIMK Campus P.O., Kozhikode - 673570

## Section- II: General conditions

The method of selection for the posts in Direct Recruitment is as follows:

Classification	Method of selection
Post of Driver-cum-Office Staff in Pre-Revised PB-1, 5200-20200, GP Rs. 1900 (Pay level-2) Revised: Pay Level-2 (Rs.19900-63200)	Written Test and Driving Test Written Test (50% weightage), Driving Test (50% weightage)
Posts up to the Pre-Revised: PB-2, Rs.9300-34800, GP Rs.4200 Revised: Pay Level-6 (Rs.35400-112400)	Written test only (100% weightage)
Posts in Pre- Revised: PB-2, Rs.9300-34800, GPs Rs.4600, Rs. 4800 & Rs.5400 (Group-B) Revised: Pay Level-07 (Rs.44900-142400), Pay Level-08 (Rs.47600-151100), Pay Level-09 (Rs.53100-167800)	Written test only (100% weightage)
Posts in Pre-Revised: PB-3, 15600-39100, GP: Rs. 5400 (Group-A) and above Revised: Pay Level-10 (Rs. 56100-177500) and above	Interview only

- Staff Recruitment and Promotion Rules, 2019 shall not affect the incumbents, holding the respective posts and Pay Levels as on the date of implementation of the Recruitment Rule 2019 Policy. They will continue to hold their substantive Posts and Pay Levels.**
- While calculating prior experience, equivalent pay (i.e. salary/consolidated remuneration) for the period served in non-Government Offices/on contract basis should be equivalent to the entry pay in the corresponding level of 7<sup>th</sup> CPC.
- With introduction of new pay scales by Govt. of India and on its adoption at the Institute, all Pay Levels in this policy shall be automatically operated at the corresponding new pay Levels or as per the then Policy.
- SC/ST/OBC/EWS/PwBD/Ex-servicemen reservation guidelines issued by Govt. of India will be applicable to Staff Recruitment and Promotion Rules, 2019.



5. Minimum cut-off marks for the overall written test (conducted as Part A & B) for selection of all posts from Pay Level-01 to Pay Level-09 would be as under –  
UR/EWS– 50%; OBC - 45%, SC - 40%, ST - 40%, PwBD-40%
6. The minimum cut off marks for interview for selection of all posts from Pay Level-10 and above would be as under –  
UR/EWS – 50%; OBC - 45%, SC - 40%, ST - 40%, PwBD-40%
7. There would be no age limit for the regular employees of IIMK, who apply for the posts notified against Direct Recruitment.

### **Section-III: Promotion policy**

1. Cut-off date for consideration of promotion will be 1<sup>st</sup> of January every year. Three months' relaxation in the eligibility service for promotion will be considered as and when Govt. of India provides the same subject to approval of Competent Authority.
2. All promotions shall be subject to recommendations of Departmental Promotion Committees, (DPCs) set up by the Director, IIM Kozhikode. The DPCs shall consist of **Dean (Faculty Admin. & Development)** as the Chair, CAO and respective chiefs of functions as members, an external expert for each functional area and member(s) representing specified categories.
3. Departmental Promotion Committee shall assess the performance of the candidates for 100 marks having equal weightage for Interview and average score obtained from Annual Performance Appraisal Reports as per. Number of Appraisals for consideration of calculation of the average score shall correspond to years of qualifying service required for consideration. Those who score 70% or above in the interview and APAR score taken together shall be recommended in order of merit, subject to vacancy position.
4. Probation clearance and confirmation shall be carried out as per guidelines issued by Govt. of India from time to time to the extent applicable.

### **Section-IV: Financial upgradation**

The scheme of Financial upgradation as per Staff Recruitment & Promotion Rules 2017 will be applicable only to those staff who have joined IIMK on or before 30.06.2018.



## Section-V: Pay Matrix

### PAY MATRIX

Pre-Revised Pay Band & Grade Pay (6 <sup>th</sup> CPC)		7 <sup>th</sup> CPC Pay Level (Rs.)	
Pay Band	Grade Pay (Rs.)	Pay Level	Scale of Pay (Rs.)
PB-01 Rs. 5200-20200	1800	01	(18000-56900)
	1900	02	(19900-63200)
	2000	03	(21700-69100)
	2400	04	(25500-81100)
	2800	05	(29200-92300)
PB-02 Rs. 9300-34800	4200	06	(35400-112400)
	4600	07	(44900-142400)
	4800	08	(47600-151100)
	5400	09	(53100-167800)
PB-03 Rs. 15600-39100	5400	10	(56100-177500)
	6600	11	(67700-208700)
	7600	12	(78800-209200)
PB-04 Rs. 37400-67000	8700	13	(123100-215900)
	8900	13-A	(131100-216600)
	10000	14	(144200-218200)
Rs. 67000-79000		15	(182200-224100)
Rs. 75500-80000		16	(205400-224400)
Rs. 80000		17	(225000)
Rs. 90000		18	(250000)

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*Julius George*

ल. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)  
**Lt. Col. M. Julius George (Retd)**  
 मुख्य प्रशासनिक अधिकारी  
 Chief Administrative Officer  
 भारतीय प्रबंध संस्थान कोषिकोड  
 Indian Institute of Management Kozhikode  
 आई.आई.एम.के. कैम्पस पी.ओ., कोषिकोड - 673570  
 IIMK Campus P.O., Kozhikode - 673570