

AAO (HR)

APPROVED MINUTES EXTRACT

MINUTES OF THE 100th BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 08 OCTOBER 2022 AT 11:00 HRS IN CHENNAI

BGM 100.7 Creation of Additional Staff Positions

2. **Creation of Posts of Public Relations Officer (in Pay Level-10), Library and Information Assistant (in Pay Level-06) and Junior Assistant (Rajbhasha) [in Pay Level-04].**

Background:

Public Relations and Communications at IIM Kozhikode has been a strategized process of managing the release and spread of institution-related information to the public to maintain a favorable reputation of the brand IIMK and its progress over the years. To consolidate brand growth, public perception and the importance of sustained outreach, IIMs have already started creating permanent value assets in Public Relations and Communications. It is strongly felt that IIM Kozhikode's Brand Promotion and Asset Creation will be furthered by the creation of a permanent post of Public Relations Officer.

As the Institute is growing significantly, it is proposed to create one post of Library and Information Assistant to manage the affairs of Library and Information Centre smoothly.

The post of Assistant cum Hindi Translator in Pay Level-06 has been lying vacant since 2017 in spite of consistent efforts to fill the said post. However, it is observed that candidates with sufficient experience at senior level as per requirement of the said posts could not be found, furthermore there are hardly any such posts in other premier institutions including other IIMs making it difficult to find a suitable candidate, hence the same can be removed from sanctioned strength in the Recruitment Rules and create a post at Junior level in Pay Level-04, to cater to the responsibilities pertaining to Rajbhasha as mandated by government of India.

Proposal:

It is proposed to create the following posts as per the criteria given below-

Creation of Posts

Name, Classification of Post & Pay Level	Mode of Recruitment & No. of Posts	Eligibility Conditions
Public Relations Officer, Group A Pay Level-10 (Rs. 56100-177500)	By Direct Recruitment (01 Post)	Qualification: Graduation in any discipline.

Julius George

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		<p>Post-Graduate degree in Public Relations or Journalism or Mass Communication from a reputed University / Institute is desirable.</p> <p>Experience: 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 3 years in Pay Level-7 (Rs.44900-142400) or equivalent service and pay. Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.</p> <p>Age Limit: 45 Years</p>
Library and Information Assistant, Group B Pay Level-6 (35400-112400)	By Direct Recruitment (01 Post)	<p>Qualification: Bachelor's Degree in Library Science/Information Science/Documentation Science or an equivalent Professional Degree.</p> <p>Experience: Six (06) years' relevant experience in Pay Level-5 (Rs.29200-92300) or combined relevant experience of eight (08) experience in Pay Level-04 (Rs. 25500-81100) and Pay Level-5 (Rs.29200-92300). Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.</p> <p>Age Limit: 35 Years</p>
Junior Assistant (Rajbhasha), Group C Pay Level-4 (Rs. 25500-81100)	By Direct Recruitment (01 Post)	<p>Qualification: i. Master 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. OR ii. Master degree from a recognized University in English with Hindi as a compulsory or elective subject or as medium of examination at the degree level AND Recognized Diploma course or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa.</p> <p>Experience: Two (02) years' relevant experience in Pay Level-3 (Rs.21700-69100) or combined relevant experience of four (04) experience in Pay Level-02 (Rs. 19900-63200) and Level-3 (Rs.21700-69100).</p> <p>Age Limit: 35 Years</p>

The Board may kindly approve the above proposal and authorize the Director to make changes in the Criteria pertaining to the above Posts.

The Board approved the above proposal and authorized the Director to make changes if any in the Criteria pertaining to the above Posts.

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