



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

Tel: 0495 2809160/366

Notification No. C-26/2022-IIMK.HR
RECRUITMENT OF SENIOR ADMIN. ASSOCIATE

Indian Institute of Management Kozhikode invites applications for the position of Senior Admin. Associate on contract basis.

Position	SENIOR ADMIN. ASSOCIATE
No. of position	One (01)
Consolidated Monthly Remuneration	₹ 25,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	40 years (as on the date of notification)
Qualification	MBA/ Post Graduation in any discipline with good English communication, proficiency in MS-Office and Internet usage.
Experience	Minimum Eight (08) years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt./ Private Organization.
Date of Interview	To be announced later.

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 26-05-2022**
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 26-05-2022.

Dated: 05-05-2022



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05/05/2022
Assistant Administrative Officer (HR)