



**RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT**

**NOTIFICATION NO. C-29/2022-IIMK.HR**

Applications are invited for the contractual positions of Admin. Associates at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	<p>Post-Graduation with minimum two years of relevant experience in administrative support areas.</p> <p><b>OR</b></p> <p>Graduation with minimum three years of relevant experience in administrative support areas.</p> <p>Experience in handling office matters, Office filing and record keeping, collation of data, submission of reports and returns and such office skills are essential</p> <p><i>The candidates should be proficient in</i></p> <p>(i) MS-Office and Internet usage (ii) Good Communication skills in English( Both written and verbal) (iii) Basic knowledge in Information Technology</p> <p>Retired Government/defence/paramilitary persons having clerical cadre experience in office management would be preferred.</p>
Job Profile	<ul style="list-style-type: none"><li>• The role entails responsibility of managing the day-to-day administrative activities of General Administration Office.</li><li>• Handle organizational and clerical support tasks.</li><li>• Ability to work independently or as part of a team to meet objectives and deadlines</li><li>• Document management and correspondences with other offices.</li><li>• Responsible for confidential and time sensitive material.</li><li>• Initiate noting/ writing letters and emails</li><li>• Must be able to manage the office with minimal supervision.</li></ul>
Consolidated Monthly Remuneration	Rs. 20,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 years (age relaxation applicable to SC/ST/OBC/ex-servicemen). For retired govt./defense/paramilitary officials age limit would be up to 55 years
Date & Time of Interview	<b>To be announced later.</b>

## General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 24-05-2022**
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 24-05-2022.**

Dated: 10-05-2022



*J. Liby*  
10/05/2022  
For In Charge HR Office