



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,
Kerala State, India - PIN 673570, Tel: 0495 2809160/ 366

RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT

Notification No. C-38/2024-IIMK.HR

Applications are invited for the filling of contractual position of Admin. Associate at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	<p>Post-Graduation with minimum two years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization.</p> <p style="text-align: center;">OR</p> <p>Graduation with minimum three years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization.</p> <p><i>(In addition, the candidates should be proficient in</i></p> <ul style="list-style-type: none">(i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools.(ii) Good Communication proficiency in English (Both written and verbal) and Hindi.(iii) Drafting skills.
Duties and Responsibilities	<ul style="list-style-type: none">➤ Coordination with various stake holders including students, student's committee members, faculty, corporate connects, hospitality team, computer center and transport for the conduct of recruitment process and other related administrative purposes. Arrangement of company visits for faculty members and student's placements committee (online/offline) to invite new recruiters.➤ Database management (Physical/Soft) for administrative purpose, various surveys, Parliament questions, queries from other departments etc. and preparation of budget estimates.➤ Preparation and maintenance of various documents/google sheets for collection of data from students as well as companies pertaining to placements with utmost confidentiality.➤ Scrutinizing and forwarding all the vendor bills pertaining to the entire placements process like rented cabs, catering, hospitality, renewal of subscription for various software/services, printing stationary & other merchandise procurements.➤ Collection of documents like feedback of the students from companies & project report/ NDL/internship completion certificates from HR/students after Summer internship for documentation purposes & issuance of NOC for the final year students. Co-ordinate with student's placements committee regarding upcoming placements activities and facilitating the events. Updating the details of various activities as a part of the recruitment process. Collection and filing of offer forms, offer letters, offer acceptance forms, sign out forms etc.

		➤ Any other placements duties assigned by the Chairperson & In charge.
Consolidated Monthly Remuneration		Rs. 24,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit		35 years
Date & Time of Interview		To be announced

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 14.07.2024**.
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 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, 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 14.07.2024.

Dated: 24.06.2024

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24/06/2024

AAO (HR-Staff Matters)

