



Notification No. C-62/2023-IIMK.HR
RECRUITMENT OF ESTATE SUPERVISOR (LADY) ON CONTRACT

Indian Institute of Management Kozhikode invites applications for the contractual position of Estate Supervisor (Lady).

No. of vacant position	01 (One)-Female
Age Limit	Between 40-50 years (With usual age relaxations to deserving categories as per government of India rules)
Remuneration & Allowance	<ul style="list-style-type: none">• Consolidated monthly remuneration of Rs.24,000/-• Telephone allowance of Rs.300/- per month.
Qualifications	Educational qualification: Graduation or equivalent. Communication skills: Able to read, write and communicate in Malayalam, English/Hindi languages.
Experience	At least 05 years of supervisory experience in man management (Preferably in housekeeping/ security and similar services- Preference would be given to candidates having working experience in organized forces/establishments having high reputation).
Other Criteria	<ol style="list-style-type: none">1. Ability to coordinate the works of a group of housekeeping workers at the campus engaged through a manpower supply agency.2. Candidates residing within 15 Kms from the Institute are preferred. Institute will not provide/arrange any accommodation inside/outside the campus.3. Should be able to carry out field operations without any reluctance. Duties including walking, climbing steps, frequent visits to different parts of the campus/out of the campus...etc.4. The Selected person has to take several rounds/day in the campus in her own vehicle as part of her duty.5. Should have enough experience in office works and computer operations.6. Good Physical and medical standards.7. The selected candidate has to work beyond office hours/on holidays Institute functions, as per the requirements.8. Should be able to perform any duties assigned by the Institute from time to time.
Date of Interview	Will be intimated 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 05-12-2023**.
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, candidates will be shortlisted for the selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed. 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 05-12-2023.

Dated: 08-11-2023



for
08/11/2023
In Charge HR Office