



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 RESEARCH ASSOCIATE & MONITOR
(ON CONTRACT)

Notification No. C-39/2024-IIMK.HR

Applications are invited for the filling of one contractual position of Research Associate & Monitor at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Post-Graduation with research background & thesis/research component. Candidates who have completed Ph.D. or have submitted their thesis will be preferred. The candidate should have: (i) Excellent oral and written English communication skills. (ii) Proficiency in MS Office, Excel, Internet & email usage, data collection and analytical capabilities. (iii) Excellent coordination and inter personnel skills. Experience – prior work experience in research domain will be preferred.
Roles and Responsibilities	Research Associate & Monitor is required to assist the Doctoral Programmes office. The job will involve registration, course enrollment/management, monitoring progress made by doctoral scholars and reporting, management of open proposal seminars, pre-submission seminars, thesis – draft and final submission, management of fellowship, multi-tasking, meeting tight schedules/deadlines, data collection and analysis, presentation, co-ordination with external agencies.
Consolidated Monthly Remuneration	Rs. 35,300*/- to Rs. 42,300*/- (Remuneration will be fixed by the selection committee, as per the qualification and relevant experience of the candidates). *Including Rs.300/- towards telephone allowance.
Maximum Age Limit	40 years (with usual relaxations)
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 02.07.2024**.
2. **Candidates submitted their application as per the notification.C-28/2024.IIMK.HR dated 21.05.2024, need not apply again (if they are qualified as per the present notification).**
3. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
4. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule, if any.
5. 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.

6. Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
7. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
8. **If selected, engagement will be subject to verification of all certificates and experience at the time of joining.**
9. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
10. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 02.07.2024.

Dated: 25.06.2024

Albin
25/06/2024
AAO (HR-Staff Matters)

