



भारतीयप्रबंधसंस्थानकोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

**RECRUITMENT OF ADMINISTRATIVE ASSOCIATE**

**Notification No. C-09/2024-IIMK.HR**

Applications are invited for the contractual position of Admin. Associate to look after Office and Hospitality Management at Indian Institute of Management Kozhikode.

<b>Essential Qualification &amp; Experience</b>	Graduation in any discipline (for Ex-Servicemen: SSLC with 15 years' service in the armed forces will be equivalent to Graduation). One-year experience in office administration in a reputed Institute or any Govt. / Private Organization. (In addition, the candidates should be proficient in  (i) MS-Office and Internet usage. (ii) Good Communication skills in English, Hindi and Malayalam( Both written and verbal)
<b>Desirable</b>	1. Diploma/Degree in Hotel Management/Hospitality Management. 2. Experience in Guest Relation, Hospitality Services, Management of facilities and front office management.
<b>Consolidated Monthly Remuneration</b>	Rs. 24,300/- (including Rs.1000 as uniform allowance & Rs.300/- towards telephone allowance)
<b>Number of Vacancy</b>	01
<b>Maximum Age Limit</b>	45 years
<b>Date &amp; Time of Interview</b>	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 22.02.2024**.
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. The individual would be on probation initially and 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. Experience in Guest Relation, Hospitality Services, Management of facilities and front office management will be an added advantage for selection.
7. Eligible applications would be screened and only shortlisted candidates will be interviewed at IIMK. 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 22.02.2024.**



Dated: 31.01.2024

*Alibin*  
31/01/2024  
AAO(HR-Staff Matters)