



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् कोषिकोड कैम्पस- पी ओ, कोषिकोड -673 570, केरल
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kozhikode-673 570, Kerala

Notification No. C-09/2021

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following posts for Three Years on Contract Basis initially.

1. Head(Students Affairs & Hostel) Post Code: HSAH

No. of vacancies	01 (One)
Pay	Rs. 1,25,000/- (Consolidated)

Qualification: Post Graduation Degree/MBA/PGDM(2 years course).

Experience: Fifteen (15) years service with at least Five (05) years relevant experience and a minimum of Five (05) years service in equivalent relevant service and pay.

Important Note:

- Relevant experience means "Supervisory experience in man-management of Students/Personnel and areas pertaining to Discipline, Hostel and Mess etc.", preferably in an Academic Institution of National or State importance/PSUs/ Govt. Organizations/Reputed private firms.
- Good English Communication (verbal and written) is an essential prerequisite.

Desirable:

- Experience of having worked in large Institutes/organization having related job profile. Work experience in any of the Premier Institutes like IIM, IIT, NIT and other such reputed Residential Colleges, would be an added advantage.
- Knowledge of Hindi.

Details of equivalent pay:- Five years in Pay as under:

Pay	Minimum basic pay of ₹. 67,700/- for the year 2016 onwards & ₹. 25,350/- for the earlier periods.
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Residential Requirement:

Head (Students Affairs & Hostel) will be provided a room in Guest House – 1 or 2 or Campus accommodation (as per availability). It is mandatory for the Head (Students Affairs & Hostel) to stay in the Campus.

Age Limit: 50 years.

Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules

Method of selection: Interview only

2. HOSTEL WARDEN Post Code: HW

No. of vacancies	02 (1 Male and 1 Female)
Pay Level	Rs. 1,00,000/- (Consolidated)

Qualification: Graduation Degree / Three year Diploma.

Experience: Twelve (12) years service with at least Three years relevant experience and a minimum of Three (03) years service in equivalent relevant service and pay.

Important Note:



- Relevant experience means experience "as Warden / Deputy Warden/ Superintendent /Supervisor/ In Charge in a large Hostel of any College/ university/ Institute". Nurses/Nursing Officers who worked as Matrons/Supervisors will also be considered.
- Good English Communication (verbal and written) is an essential prerequisite.

Desirable:

- Experience of having worked as a warden or related job profile in any of the Premier Institutes like IIM, IIT, NIT and other such reputed residential Colleges, would be an added advantage.
- Diploma/ Degree in Management/ Hospitality Management/ Psychology/Nursing.
- Knowledge of Hindi.

Details of equivalent pay:- Three years in Pay:

Pay	Minimum basic pay of ` 44,900/- for the year 2016 onwards & ` 17,140/- for the earlier periods.
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Residential Requirement:

Hostel wardens will be provided a room in the hostel with attached toilet facility. It is mandatory for the wardens to stay in the hostel.

Age Limit: 45 years

Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules

Method of selection: Interview only

3. PLACEMENT OFFICER Post Code : PO

No. of vacancies	01 (One)
Pay Level	Rs. 1,00,000/- (Consolidated)

Qualification: BBA/Graduation in HR/HRM/Personnel Management from any institution of national importance or any recognized premier business school/ any recognized University.

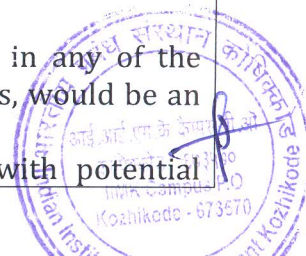
Experience: Twelve (12) years service with at least five years relevant experience and a minimum of Three (03) years service in equivalent relevant service and pay.

Important Note:

- Relevant experience means "Experience with proven track record as Placement Officer of any College/ university/ Institute or 2 years experience of experience as HR Head, VP or senior HR level with a prestigious corporate brand with a good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisition and campus placements in particular"
- Good English Communication (verbal and written), Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIM Kozhikode is an essential prerequisite.

Desirable:

- MBA/PGDM in HR/HRM/Personnel Management from any institution of national importance or any recognized premier business school.
- Experience of having worked as a Placement Officer or related job profile in any of the Premier Institutes like IIM, IIT, NIT and other such reputed residential Colleges, would be an added advantage.
- Candidate with the willingness to travel extensively to build a network with potential



recruiters.

- Membership of well-known HR networking bodies.
- A highly motivated person with a pleasing personality and strong people skills.
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Details of equivalent pay:- Three years in Pay:

Pay	Minimum basic pay of ` 44,900/- for the year 2016 onwards & ` 17,140/- for the earlier periods.
Age limit: 45 years	
Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules	
Method of selection: Interview only	

Instructions:

1. Application is to be submitted **online** from **24.04.2021** to **18.05.2021 (up to 23.59 hours)**. In case of any technical difficulty candidates are advised to contact hr@iimk.ac.in.
2. **Printed copy of the application submitted online duly signed** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope "**Application for the post of _____ Post Code ____**" addressed to :

HR In-charge

Indian Institute of Management Kozhikode

IIM Kozhikode Campus P.O

Kozhikode, Kerala - 673 570

- a) SSLC as proof of date of birth.
- b) Educational qualification certificates with final marks sheet as specified for the post.
- c) Experience certificate (from latest employment to earlier ones mentioning period of employment)
- d) Salary certificate (as per the requirements specified for equivalent pay)
- e) Discharge Certificate for Ex-Servicemen / Medical Certificate from Medical Board for differently abled.

Last date for receipt of printed copy of application at IIMK - 17:30 hrs on 25.05.2021

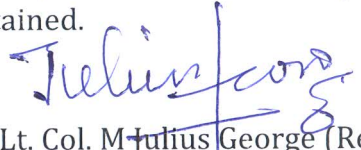
3. **Initially the contract will be for a period of 3 years, however, during the probation period if the performance of the candidate is found to be satisfactory, the candidate may be absorbed on a regular basis; (Permanent Post)**
4. **The candidate will however not have any exclusive right on the clause mentioned at 3 above.**
5. For calculation of age, **18.05.2021** ie. the last date of submission of online application will be taken into account.
6. Experience should not include Apprenticeship and Training of any form. Experience is calculated in years/months/days of the same/different organizations worked, added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively. Excellent
7. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
8. While calculating prior experience, equivalent pay (basic pay without any allowances) for non-Govt. officials should be equivalent to the entry pay in the corresponding level of 7th CPC.



9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written test/interview. The Selection Committee reserves the right to fix the criteria for selection.
10. Short listed candidates alone will be called for written test/interview for the posts applied. At the time of written test/interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed, will be rejected from the process of selection, even though they have been called for the written test/interview.
11. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of Written Test/Certificate Verification or otherwise their applications will be rejected and they will not be permitted to attend the written test/Interview.
12. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/interim enquiries/telephonic enquiry regarding test/interview/ selection will be entertained.
13. In the event of any of the particulars declared by the Candidate or documents submitted were found to be false, even at a later date, the candidature will be cancelled and will be treated as null & void. The service will be terminated as required.
14. Application of candidates will be rejected if they do not fulfill Minimum Pay Criteria or relevant Experience criteria in respective areas as appended below each post and/or if copies of supporting Documents/Pay Slips/Pay details certified by the respective firm, are not attached with the application form.
15. Canvassing in any form will be a disqualification.
16. In all matters relating to conduct, selection and appointment, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.



Date: 23.04.2021
IIM Kozhikode Campus


Lt. Col. M. Julius George (Retd.)
Chief Administrative Officer

IMPORTANT	
Date of opening of online application	24 APRIL 2021 (SATURDAY)
Last date of submission of online application	18 May 2021 (TUESDAY)
Last date for receipt of printed copy of application at IIMK	25 May 2021 (TUESDAY)
Address to which the application should be sent	HR In-charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O Kozhikode, Kerala - 673 570