



भारतीय प्रबंध संस्थान, कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE**  
IIM Kozhikode Campus P.O, Kozhikode -673570  
Telephone: 0495- 2809212

**RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT**

**Notification No.C-51/2021-IIMK.HR dated 14.12.2021**

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for **one position of Admin. Associate on contract** at IIMK-Kochi Campus, presently housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

<b>Job Specification</b>	<b>Educational Qualification:</b> Masters'/ Bachelors' degree in any subject.  <b>Experience:</b> Administrative Experience of one year in respect of Post- Graduates, and two years in respect of Graduates.
<b>Monthly Remuneration</b>	Rs.22,300/- (Including Rs.2,000/- for accommodation and Rs.300/- for telephone)
<b>Maximum Age Limit</b>	35 years
<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Ability to communicate in English – Oral and Written.</li><li>2. Ability of noting and drafting independently.</li><li>3. Exposure to work in computerized environment especially Microsoft Office tools.</li><li>4. Ability to prepare scheduling of class for participants.</li><li>5. Candidates should be result-orientated and able to work under pressure to achieve targets.</li><li>6. Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.</li><li>7. Admission related activities including liaison with external vendors.</li><li>8. Update financial data in databases ( Updating accounts receivable and issue invoices, Updating accounts payable and perform reconciliations, Documents financial transactions by entering account information, Assist with reviewing of income and expenses) to ensure that information will be accurate and immediately available when needed</li></ol>
<b>Date &amp; time of Interview</b>	<b>To be announced</b>
<b>Venue</b>	IIMK- Kochi Campus, Athulya Building, Infopark, Kakkanad-Kochi- 682 042

## Instructions:

1. Interested and eligible applicants may apply online at the careers page of <https://iimk.ac.in/> till **31.12.2021**
2. Applications will be screened and those, who are meeting the criteria fixed by the Institute shall alone be invited for Test/Interview, as the case may be.
3. Those applicants, who have bare minimum education qualification and experience may be preferred the least, when compared to the candidates, who meet the elements of Job description.
4. Candidates are therefore advised to visit IIMK website/ check their e-mails regularly for getting updates. They will not be communicated over telephone/ mobile phone, through letters etc.
5. IIMK-Kochi Campus generally functions six days in a week with one day Weekly-Off.
6. Present Office hours are from 9:00 AM to 5:30 PM, which is subject to commencement of Offline Classes.
7. Candidates are requested to submit all Certificates of educational qualification and experience at the time of joining, if selected.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Engagement to the above position shall purely be on contract basis and selected candidates will have no right/ claim for regular appointment.
10. Institute has the right to modify the process of selection, at any stage.
11. Decision of the Director, IIMK regarding the selection will be final.

Dated: 22-12-2021



**Consultant (General Administration & HR I/C)**

