



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570  
Tel: 0495 2809160/ 366

**RECRUITMENT OF HOUSEKEEPING SERVICE ASSOCIATE-MDC ON CONTRACT**  
**Notification No. C-54/2023-IIMK.HR**

Applications are invited for the contractual positions of Housekeeping Service Associate-Management Development Centre (MDC) at Indian Institute of Management Kozhikode.

<b>Position</b>	<b>HOUSEKEEPING SERVICE ASSOCIATE-MDC</b>
<b>Maximum Age Limit</b>	35 years
<b>Consolidated Monthly Remuneration</b>	Rs. 20,300 (Including Rs. 1000 as uniform allowance and Rs. 300 as telephone allowance)
<b>Essential Qualification &amp; Experience</b>	a) Diploma in Hospitality Management with relevant experience in Housekeeping. Preferably having 2 years prior Hotel Housekeeping experience. b) <i>In addition, the candidates should be proficient in</i> (i) MS-Office and Internet usage. (ii) Good Communication skills. (iii) Ability to multi-task & Prioritize.
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• The role entails responsibility of managing the Housekeeping activities of Management Development Centre.</li><li>• Scheduling duties, such as heavy cleaning, mattress rotation, etc.</li><li>• Inspection of premises, guest rooms, linen rooms, and public areas to assure employees maintain the property's superior standards of housekeeping.</li><li>• Ensuring the maintenance of inventory of guest and housekeeping supplies and linen, ordering replacement of supplies and equipment as needed.</li><li>• Creating a service environment focused on the guest, with a passion for high standards in cleanliness. Ensuring prompt response to customer needs.</li><li>• Identifying and resolving problems in a timely manner and develops alternative solutions.</li><li>• Ensuring the maintenance of lost and found items.</li><li>• Handling telephone calls, general enquiries etc.</li><li>• Managing guest/dignitaries moments in the reception which includes welcoming and guiding guests/ dignitaries.</li><li>• Co-ordinating external customer requirements with departments/offices/organize meeting.</li><li>• The candidate would work under the Front Office Executive and should be willing to work beyond office hours as and when required. The Candidate would be well turned out and work in Formal Dress on duty.</li></ul>
<b>Date &amp; Time of Interview</b>	<b>To be announced</b>

**General Information and Conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in> latest by **5:00 pm of 17-09-2023**. In case of any technical difficulty candidates are advised to contact [cc@iimk.ac.in](mailto:cc@iimk.ac.in) or [hr@iimk.ac.in](mailto:hr@iimk.ac.in)
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 are granted subject to performance.
5. Based on details submitted in the application, Academic & professional profiles by the candidates, candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed at IIMK Campus. 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 17-09-2023.**

Dated: 18-08-2023

*libin*  
18/08/2023  
In Charge HR Office  
for

