



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-38/2021

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the post of Hostel Warden; initially **on Contract for Two Years**.

1. HOSTEL WARDEN Post Code: HW	
No. of vacancies	02 (1 Male and 1 Female)
Pay Level	Rs. 45,000/- (Rupees Forty Five Thousand only) (Consolidated)
Qualification: Graduation / Diploma.	
Experience: Minimum Ten (10) years' of total service in Govt./Semi-Govt./PSU/College/School; with at least Two (2) years' experience in handling of Hostels/Lodges/Dormitory, as a Supervisor/Warden/ Manager/Matron.	
Essential:	
➤ Ability to communicate in English & Hindi.	
➤ Healthy & physically agile, as the job involves frequent moving around on foot as well as climbing stairs of three storied buildings.	
Desirable:	
➤ Experience as a Warden or Hostel In-Charge or Hostel Supervisor or Matron in reputed residential Colleges/Schools/Institutes.	
➤ Diploma/Degree in Hotel Management/Nursing.	
Age Limit: 45 years	
Age Relaxation for Ex-Servicemen : As per Govt. of India Rules	
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.	
Method of selection: Interview only	

Instructions/Guidelines:

1. Application is to be submitted **online** from **04 Oct 2021** to **03 Nov 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 online application, duly signed along with self-attested copies of relevant documents/certificates, should be sent to below mentioned address, by Speed Post/Registered Post/ Courier, clearly annotated on the top Left Corner of the Envelope "**Application for the post of _____ Post Code____**"

Address: HR In-charge
Indian Institute of Management Kozhikode
IIM Kozhikode Campus P.O
Kozhikode, Kerala - 673 570

Last date for receipt of printed copy of application at IIMK is 17:30 hrs on 15 Nov 2021

3. Mandatory documents/certificates:-
- SSLC/Matriculation certificate as proof of date of birth.
 - Degree/Diploma certificate
 - Relevant experience certificate
 - Medical Fitness Certificate
 - Discharge Certificate for Ex-servicemen

4. Initial contract will be for a period of 2 years, of which the first six months will be on probation. If the candidate is found unsuitable or the performance is unsatisfactory, the contract is liable for termination. If the performance of the candidate is found to be excellent/outstanding during the contract period, the candidate **may be considered for absorption on a permanent basis**. However, the candidate will not have any exclusive right in this regard.
5. For calculation of age, 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.
7. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
8. Short listed candidates alone will be called for interview. Re-verification of certificates/documents will be carried out prior to/after interview and any irregularity revealed at this stage will debar the candidate from interview.
9. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/enquiries regarding test/interview/selection will be entertained.
10. Canvassing/influencing in any form will invite disqualification.
11. In all matters related to selection and appointment, decision of Director (IIMK) shall be final and No Query on the subject would be entertained.
12. In case of any technical difficulty in filling of online forms or uploading documents, please contact hr@iimk.ac.in or taweb@iimk.ac.in.



Date: 23.09.2021
IIM Kozhikode Campus

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