



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-49/2022**

Indian Institute of Management Kozhikode invites **online applications** from suitable Female candidates for the post of Hostel Supervisor **on Contract**.

<b>1. HOSTEL SUPERVISOR Post Code: HS</b>	
<b>No. of vacancies</b>	<b>01 (Female)</b>
<b>Pay Level</b>	<b>Rs. 30,000 to 40,000 (Consolidated-to be fixed based on experience and qualification)</b>
<b>Qualification:</b> Graduation in any discipline.	
<b>Experience:</b> Minimum Ten (10) years' of service with minimum three years' relevant experience.	
<b>Note:</b> Relevant Experience means "Experience as Warden/Deputy Warden/Superintendent/Students In-charge/Supervisor in any college/university/Institute. Trained Nurses/Nursing Officers will also be considered".	
<b>Essential:</b> ➤ Ability to write and communicate in English & Hindi. ➤ Healthy & physically agile, as the job involves frequent moving around on foot.	
<b>Age Limit:</b> 45 years Age Relaxation for Ex-Defense Personnel : As per Govt. of India Rules	
<b>Residential Requirement:</b> Hostel supervisor will be provided a room in the hostel with attached toilet facility. It is mandatory for the Hostel supervisor to stay in the hostel/campus.	
<b>Method of selection:</b> Interview at IIMK Campus.	

**Instructions/Guidelines:**

1. Application is to be submitted **online** from **25 AUGUST 2022** to **24 SEPTEMBER 2022 (up to 23.59 hours)**. In case of any technical difficulty, candidates are advised to contact [hr@iimk.ac.in](mailto:hr@iimk.ac.in) or [cc@iimk.ac.in](mailto:cc@iimk.ac.in).

2. Printed copy of the online application, duly signed along with self-attested copies of following 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

- SSLC/Matriculation certificate as proof of date of birth.
- Degree/Diploma certificate.
- Relevant experience certificate.
- Medical Fitness Certificate.
- Discharge Certificate for Ex-Defense personnel.



**Last date for receipt of printed copy of application at IIMK is 17:30 hrs on 30 September 2022**

**Note:-IIMK will not be responsible for any postal delay.**

4. Initially the contract will be for a period of One year extendable to 3 years subject to assessment of performance of the candidate on a yearly basis, however, it may be extended further or curtailed based on the performance of the candidate.
  5. The candidate will however not have any exclusive right on the clause mentioned at Sl. No. 4 above.
  6. For calculation of age, **24.09.2022** ie. the last date of submission of online application will be taken into account.
  7. 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.
  8. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
  9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The Selection Committee reserves the right to fix the criteria for selection.
  10. Short listed candidates alone will be called for interview\* for the post applied.
- \*- [At the time of 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 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 Documents Verification.
  12. Candidates are required to regularly visit our website ([www.iimk.ac.in](http://www.iimk.ac.in)) for getting updates and no correspondence/interim enquiries/telephonic enquiry regarding 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 relevant criteria and/or if copies of supporting documents 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 and Pay, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.



Date: 25.08.2022  
IIM Kozhikode Campus

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



<b>IMPORTANT</b>	
<b>Date of opening of online application</b>	<b>25 AUGUST 2022 (THURSDAY)</b>
<b>Last date of submission of online application</b>	<b>24 SEPTEMBER 2022 (SATURDAY)</b>
<b>Last date for receipt of printed copy of application at IIMK</b>	<b>30 SEPTEMBER 2022 (FRIDAY)</b>
<b>Address to which the application should be sent</b>	<b>HR In-charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O Kozhikode, Kerala - 673 570</b>