



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,  
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

**RECRUITMENT OF ADMIN. ASSOCIATE (ENGG.) ON CONTRACT**

**Notification No. C-34/2024-IIMK.HR**

Applications are invited for the filling of contractual position of Admin. Associate (Engg) at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Graduation with minimum three years of post-qualification experience in office administration including record keeping, documentation, e-tender/e-procurement processing etc. in a reputed Educational Institute or any Govt. / Private Organization.  <i>(In addition, the candidates should be proficient in</i>  (i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools. (ii) Good Communication proficiency in English (Both written and verbal) and Hindi. (iii) Drafting skills.
Job description/Responsibility	The role entails responsibility of assisting in the day to day office relates activities including maintain& updating various records & resisters of Civil Engg office of IIMK.  1. Handle organizational and clerical support tasks. 2. Ability to work independently or as part of a team to meet objectives and deadlines. 3. Document management and correspondences with other offices. 4. Responsible for confidential and time sensitive material. 5. Initiate noting/writing letters and e-mails. 6. Must be able to manage the office work with minimal supervision. 7. Any other duties assigned by the Institute from time to time.
Consolidated Monthly Remuneration	Rs. 24,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 years
Date & Time of Interview	<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 10.07.2024**.
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 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 will be subject to job requirements and performance.
5. Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. 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 10.07.2024**

Dated: 18.06.2024

*Alibh*  
18/06/2024

AAO (HR-Staff Matters)

