



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् कोषिकोड कैम्पस- पी ओ
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O.

Notification No. C-09/2014/CFM. IIMK-AA

RECRUITMENT OF CONSULTANT (Facility Management)

Indian Institute of Management Kozhikode requires CONSULTANT (Facility Management)

Consolidated Remuneration	Rs. 20,000/- per month
Maximum Age Limit	65 years
Qualification	Post Graduation in any discipline with minimum 05 years of relevant experience. Or Graduation in any discipline with minimum 10 years of relevant experience. Or Matriculation with minimum 15 years relevant experience
Experience	1. Relevant experience in managing academic facilities and programmes in armed forces/Govt. of India organizations/State Govt. organizations/Autonomous bodies of central/state Govt's. 2. Working knowledge of hospitality management/programme management/guest relations 3. Good written and oral communication skills in English/Hindi and Malayalam 4. Working knowledge of MS Office especially MS Word & Excel, Internet and email. 5. Experience in managing executive development facilities and programmes in academic institutions will be given preference.
Date and Time for Walk-in Interview	To be announced later in the website

INSTRUCTIONS:

1. Applications are to be submitted **ONLINE** and candidate has to appear for the interview at IIMK Campus, Kunnamangalam, Kozhikode on the designated date.
2. The date of interview will be published in the website link (<http://www.iimk.ac.in/announcements/jobopen.php>) and candidates are requested to browse the website periodically so as to ascertain the date of interview.
3. No separate intimation/call letter will be issued to the candidates on the interview date.
4. Last date of online application will be taken into consideration for calculation of age.
5. Candidates are required to bring the following documents at the time of interview:
 - a) Printed copy of online application form duly signed in original
 - b) Certificates and marksheets (SSLC onwards) in original on proof of educational qualification.
 - c) Certificates in original on proof of work experience.

- d) Community certificate for SC/ST/OBC (Non-creamy layer) in original on proof for relaxation of age, if any required.
6. There may be screening test for the position advertised. The test may consist of questions on the expertise required including general awareness.
 7. Candidates who secure minimum cut-off marks to be fixed by the selection committee in the screening test alone will be considered for appearing the personal interview.
 8. No correspondence/interim enquires/telephonic enquiry in the matter will be entertained.
 9. **Last date for submission of online application is 18.05.2014.**

Kozhikode
Date: 2/5/2014

Sd/-
Senior Administrative Officer
(Academic Administration)