



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570  
Tel: 0495 2809218/ 366

**RECRUITMENT OF ADMIN. ASSOCIATE and OFFICE ATTENDANT ON CONTRACT**  
**Notification No. C-36/2021-IIMK.HR**

Applications are invited for the contractual positions of Admin. Associate and office attendant at Indian Institute of Management Kozhikode.

Sl.No.1	<b>Position</b>	<b>ADMIN. ASSOCIATE</b>
	<b>Maximum Age Limit</b>	30 years
	<b>Consolidated Monthly Remuneration</b>	Rs. 20,300/- (including Rs.300/- towards telephone allowance)
	<b>Essential Qualification &amp; Experience</b>	Post-Graduation with minimum two years of experience in administrative or academic support areas. <b>OR</b> Graduation with minimum three years of experience in administrative or academic support areas. <b>AND</b> Working knowledge in MS-Office and Internet usage, along with fair communication skills in English(written and verbal)
	<b>Job Profile</b>	<ul style="list-style-type: none"><li>• Handle office and clerical support tasks.</li><li>• Work as part of a team and follow instructions.</li><li>• Documentation and correspondence.</li><li>• Maintain confidentiality.</li></ul>
	<b>Date &amp; Time of Interview</b>	<b>To be announced</b>
Sl.No.2	<b>Position</b>	<b>OFFICE ATTENDANT</b>
	<b>Maximum Age Limit</b>	28 years
	<b>Consolidated Monthly Remuneration</b>	Rs. 15,000/- (plus Rs. 300/- towards telephone allowance)
	<b>Qualification &amp; Experience</b>	Pass in Plus Two or Equivalent & Two years of office experience
	<b>Desirable</b>	Basic knowledge of computer & MS Office
	<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 04-10-2021**.
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 will be subject to job requirements and performance.
5. Based on details submitted in the application, Academic & professional profiles submitted by the 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.
10. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

**Last date for online application is 5:00 p.m. of 04-10-2021.**

Dated: 13-09-2021



  
Consultant (LS&A)