



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

Advertisement No. R-01/2022

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following post.

1. Hostel Warden (Group-A) Post Code: HW	
No. of vacancies	02 (Two) (UR-02) [01 Male & 01 Female]
Pay Level	Level-10; Rs. 56100-177500/-
Qualification: Graduation in any discipline.	
Experience: Twelve (12) years' service with minimum three years' relevant experience in Pay Level 7 (Rs. 44900-142400) for Officials of Govt./Autonomous Institutions.	
OR	
Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below:- Three years in Pay Level-7	
Pay Level-7	Minimum basic pay of Rs. 44900/- for the year 2016 onwards & Rs. 17140/- for the earlier periods.
Note: ➤ Relevant Experience means "Experience as Warden/Deputy Warden/Superintendent/Supervisor/ In Charge in a large Hostel of any College/University/Institute". Nurses/Nursing Officers who worked as Matrons/Supervisors will also be considered.	
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.	
Residential Requirement: Hostel wardens will be provided a room in the hostel with attached toilet facility/Married accommodation as per Institute Rules. It is mandatory for the wardens to stay in the hostel/Campus.	
Desirable: ➤ Diploma/Degree in Management/Hospitality Management/Psychology/Nursing. ➤ Experience of having worked as a warden or related job profile in any of the Premier Institutes like IIM, IIT, NIT and other such reputed residential Colleges, would be an added advantage.	
Age Limit: 45 years. (Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules)	
Method of selection: Interview only	



Instructions:

1. Application is to be submitted **online** from **24.01.2022** to **15.03.2022 (up to 23.59 hours)**. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in and hr@iimk.ac.in.
2. **Printed copy of the application submitted online duly signed** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope "**Application for the post of _____ Post Code__**" addressed to :

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

- a) SSLC as proof of date of birth.
- b) Educational qualification certificates with final marks sheet as specified for the post.
- c) Experience certificate(from latest employment to earlier ones mentioning period of employment)
- d) Medical Fitness Certificate issued by the appropriate authority.
- e) Salary certificate (as per the requirements specified for equivalent pay)
- f) Community certificate for SC/ST/OBC (Non-Creamy Layer)/EWS in the format prescribed by the Govt. of India.
- g) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for differently abled.

Last date for receipt of printed copy of application at IIMK - 17:30 hrs on 22.03.2022

3. For calculation of age, **15.03.2022** ie. the last date of submission of online application will be taken into account.
4. Application fee of Rs. 118/- inclusive of GST is to be paid through online payment system. There is no application fee for SC/ST/Differently Abled/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
5. Separate application along with application fee is to be sent for each post.
6. The eligibility, age, qualification, etc. prescribed shall be as on the last date of receipt of online application.
7. There is no upper age limit for departmental candidates holding regular position in IIMK for direct recruitment posts.
8. Candidates working in Government/ Semi-Government/ Public Sector/ Autonomous Bodies **must forward their applications through proper channel.** Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel or submission of NOC at the time of written test/interview.
9. 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.



10. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
11. While calculating prior experience, equivalent pay (basic pay without any allowances) for non-Govt. officials should be equivalent to the entry pay in the corresponding level of 7th CPC.
12. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written test/interview. The Selection Committee reserves the right to fix the criteria for selection.
13. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.
14. Candidates selected will have to join in the entry pay of concerned Pay Level. Pay protection benefits will not be extended in any case.
15. The candidates joining the Institute will not be permitted *to apply for outside employment for the initial three years and are required to abide by the Institute policy applicable from time to time in this regard.
16. Short listed candidates alone will be called for interview*/Online 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].
17. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of Certificate Verification or otherwise their applications will be rejected and they will not be permitted to attend the Interview.
18. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/interim enquiries/telephonic enquiry regarding test/interview/ selection will be entertained.
19. 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.
20. Application of candidates will be rejected if they do not fulfill Minimum Pay Criteria or relevant Experience criteria in respective areas as appended below each post and/or if copies of supporting Documents/Pay Slips/Pay details certified by the respective firm, are not attached with the application form.
21. Canvassing in any form will be a disqualification.
22. The Institute reserves the right to fill or not to fill any of the posts advertised or cancel the entire recruitment procedure at any stage without assigning any reason.
23. The notification will be open till date as decided by the Institute.
24. In all matters relating to conduct, selection and appointment, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.



Date: 24-01-2022
Kozhikode Campus

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

IMPORTANT	
Date of opening of online application	24 JANUARY 2022 (MONDAY)
Last date of submission of online application	15 MARCH 2022 (TUESDAY)
Last date for receipt of printed copy of application at IIMK	22 MARCH 2022 (TUESDAY)
Address to which the application should be sent	HR In charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O Kozhikode, Kerala - 673 570

