



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

Notification No. C-49/2023-IIMK.HR

RECRUITMENT OF MULTI-TASKING ATTENDANT ON CONTRACT

Indian Institute of Management Kozhikode invites applications for the position of Multi-Tasking Attendant on Contract.

Position	MULTI-TASKING ATTENDANT
No. of position	01
Maximum Age Limit	35 years
Consolidated Monthly Remuneration	Rs. 21,900/- (Including Rs.300/- towards telephone allowance)
Desirable	Post qualification experience of one (01) year in Finance/Accounting department of a firm.
Qualification & Experience	B.Com having specialization in Taxation/Finance/Cooperation with +2/equivalent level in commerce stream. (In addition, the candidates should have good English communication, proficiency in MS-Office, Tally and Internet usage.)
Job Profile	<ul style="list-style-type: none">To perform activities such as receiving/delivering documents or items, including correspondence, memorandum, records, files and other similar material as per superior's instruction.Ensuring proper custody and access to records.Submitting financial documents to banks/institutions/offices.Dealing with phone and e-mail enquiries.
Place of posting	IIM Kozhikode, Kunnamangalam, Kozhikode-673570
Date & time of Interview	May be conducted through video conference. Date would be intimated later.

General information and conditions:

- Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 29-08-2023**.
- Age relaxation as per Government of India norms will be applicable.
- Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
- Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding schedule of Interview, change, if any, etc.
- 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.
- Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
- Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
- If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
- Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
- Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 29-08-2023.



Dated: 01-08-2023

01/08/2023
In Charge HR Office