



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

RECRUITMENT OF ADMIN. ASSOCIATES ON CONTRACT

Notification No.C-29/2024-IIMK.HR dated 28.05.2024

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for **two positions of Admin. Associates on contract** at IIMK-Kochi Campus, presently housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Job Specification	Educational Qualification: Masters'/ Bachelors' degree in any subject. Experience: Administrative Experience of one year in respect of Post-Graduates, and two years in respect of Graduates.
Monthly Remuneration	Rs.26,300/- (Including Rs.2,000/- for accommodation and Rs.300/- for telephone)
Maximum Age Limit	35 years
Job Description	<ol style="list-style-type: none">1. Ability to communicate in English – Oral and Written.2. Ability of noting and drafting independently.3. Exposure to work in computerized environment especially Microsoft Office tools.4. Ability to prepare scheduling of class for participants.5. Candidates should be result-orientated and able to work under pressure to achieve targets.6. Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.7. Admission related activities including liaison with external vendors.8. Update financial data in databases (Updating accounts receivable and issue invoices, Updating accounts payable and perform reconciliations, Documents financial transactions by entering account information, Assist with reviewing of income and expenses) to ensure that information will be accurate and immediately available when needed
Date & time of Interview	To be decided later.

General Information and Conditions:

1. IIMK- Kochi Campus normally functions six days a week with weekly off on Wednesday. Office hours are flexible suiting to class timings.
2. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 18.06.2024.**
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
4. Candidates in the empaneled list may be considered on functional basis.
5. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed on the online portal.
6. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
7. Canvassing in any form will be a disqualification.
8. 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.
9. The engagement to the above position will purely be on contract basis for a particular period. Extension, if any will be subject to job requirements and performance.
10. Applications will be screened and shortlisted candidates alone will be interviewed; through video conference. Time slots will be communicated by e-mail.
11. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
12. Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
13. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 18.06.2024.

Dated: 28-05-2024



J. Libin
28/05/2024
AAO (HR-Staff Matters)