



Notification No. C-32/2024-IIMK.HR

RECRUITMENT OF SENIOR HOUSEKEEPING SUPERVISOR ON CONTRACT

Indian Institute of Management Kozhikode invites applications for the contractual position of Senior Housekeeping Supervisor.

No. of vacant position	01 (One)
Maximum Age Limit	Less than 65 years (Preference would be given to candidates having working experience in reputed educational Institutions/reputed Institutes of National Importance/establishments)
Remuneration & Allowance	<ul style="list-style-type: none">Consolidated monthly remuneration of Rs.28,000/- (Including telephone allowance of Rs.300/- per month).
Qualification & experiences	<p>1.Graduation in any discipline with 10-15 years of supervisory experience in housekeeping services. 2.Should have enough experience in office works and computer operations. 3.Should be able to read, write and communicate in Malayalam & English/Hindi languages.</p> <p>OR</p> <p>1.SSLC or equivalent for Ex-Servicemen with 10-15 years of supervisory experience in housekeeping services. 2.Should have enough experience in office works and computer operations. 3. Should be able to read, write and communicate in Malayalam & English/Hindi languages.</p>
Desired Profile of the candidate	<p>1. Selected candidate may be required to work beyond office hours on holidays/Institute functions, as per the requirements. 2. Ability to coordinate the works of a group of housekeeping workers engaged through a manpower supply agency at the campus. 3. Candidates residing within 15 Kms from the Institute are preferred. 4.Should be able to perform any duties assigned by the Institute from time to time.</p>
Date of Interview	Will 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 25.06.2024**.
- 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 change of interview schedule, if any.
- 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. 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.

Last date for online application is 5:00 p.m. of 25.06.2024.

Dated: 03.06.2024

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03/06/2024

AAO (HR-Staff Matters)

