



Notification No. C-12/2019-IIMK.HR

RECRUITMENT OF ADMIN. ASSOCIATE

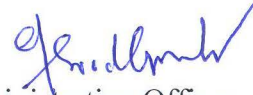
Indian Institute of Management Kozhikode invites online applications for the contractual position of Admin. Associate.

Qualification & Experience	Graduation from a recognized university with minimum (02) two years of relevant post qualification experience. OR Post Graduation from a recognized university with minimum (01) one year of relevant post qualification experience. <i>(In addition, the candidates should be proficient in MS-Office and Internet usage with good English communication).</i>
Job Profile	<ul style="list-style-type: none">▪ Administrative activities related to the effective conduct of the Executive Post Graduate Programme on Interactive learning platform.▪ Maintains effective communication (Oral & Written) with participants of the Executive Programme.▪ Extensive liaison between course faculty, participants of the programme and external vendors.
Consolidated Monthly Remuneration	₹ 20,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	35 years (as on the date of notification)
Date & time for Interview	25-04-2019 (Thursday), 10:00 AM

General Information and Conditions:

1. Interested and eligible candidates may apply ONLINE through our website <https://iimk.ac.in/> upto 5.00 PM of 21-04-2019.
2. Candidates who have submitted online applications should report at IIM Kozhikode Campus on the date & time scheduled for the interview. ***No separate intimation/call letter will be issued to candidates in this regard. Candidates are advised to regularly visit our website for getting updates.***
3. Candidates are required to bring a printed copy of the filled application at the time of interview along with all certificates in original for verification purpose. Self attested copies of the certificates, marksheets, testimonials in support of age, educational qualifications, experience certificate etc. should also be produced at the time of interview.
4. While applying, it may be verified and certified that the particulars furnished by the applicant are correct. Application without signature, or incomplete in any other aspect will be summarily rejected.

5. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
6. Age relaxation as per the Government of India norms in respect of SC / ST / OBC will apply on production of relevant certificates at the time of interview.
7. The engagement to the above post will be purely on contractual basis and will have no right/claim for continuation or regular appointment.
8. The ad-hoc Selection Committee may hold screening test in case of sufficiently large number of candidates. In such case, only shortlisted candidates will be considered for interview subject to verification of original documents.
9. The Selection Committee has right to cancel the selection process without assigning any reasons.
10. No TA/DA will be paid for attending the interview.
11. Decision of the Director, IIMK regarding the selection will be final.



Senior Administrative Officer- AA

Dated: 10-04-2019