



RECRUITMENT OF ADMIN. ASSOCIATE

Notification No. C-17/2019-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for the position of Admin. Associate on contract basis.

Qualification & Experience	Post Graduation with minimum one year of relevant experience in office administration. OR Graduation with minimum two years of relevant experience in office administration. <i>(In addition, the candidates should be proficient in MS-Office and Internet usage with good English communication both written and spoken).</i>
Job Profile	<ul style="list-style-type: none">• The role entails responsibility of supporting academic office, managing the day-to-day operations of the office, organizing and maintaining files and records, planning and scheduling meetings and appointments.• Handle organizational and clerical support tasks.• Responsible for confidential and time sensitive material.• Creates and modifies various documents using Microsoft Office/ excel.<ul style="list-style-type: none">▪ Initiate noting/ writing letters and emails on behalf of senior staff.▪ To communicate and interact with Alumni/ Organize Alumni meets.▪ Willing to travel outside Kozhikode city on need basis.
Consolidated Monthly Remuneration	₹ 20,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	35 years
Date & time for Interview	(Wednesday) 29-05-2019, 09.30 a.m.

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 26-04-2019, 4:00 p.m.
2. Candidates who have submitted their applications are advised to regularly visit our website for getting updates regarding the date and time of interview.
3. After online submission, candidates should take a print out of the application form. This application form (print-out) duly accompanied by self-attested copies of the certificates, marksheets, testimonials in support of age, educational qualifications, experience certificate etc. should be produced at the time of interview. Original certificates should also be furnished for verification purpose.
4. Application without signature, or incomplete in any other aspect will be summarily rejected.

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13/5/2019

5. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
6. Maximum age limit is as on date of notification. 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. In case a large number of applications are received, screening will be done to limit the number of candidates. Only shortlisted candidates will then be considered for interview.
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.

Dated: 17-05-2019



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Senior Administrative Officer- HR