



**RECRUITMENT OF ADMIN. ASSOCIATES**

**Notification No. C-03/2020-IIMK.HR**

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

<b>Qualification &amp; Experience</b>	Post Graduation with minimum one year experience in administrative support areas.  <b>OR</b> Graduation with minimum two years experience in administrative support areas.  <i>(In addition, the candidates should be proficient in MS-Office and Internet usage with good English communication both written and spoken).</i>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• The role entails responsibility of supporting an academic office, managing the day-to-day operations of the office, planning and scheduling meetings and appointments.</li><li>• Document management and correspondence with stakeholders internal and external.</li><li>• Responsible for confidential and time sensitive material.</li><li>• Initiate noting, letters and emails on behalf of senior officials.</li><li>• Must be able to manage an office with minimal supervision.</li></ul>
<b>Consolidated Monthly Remuneration</b>	₹ 20,300/- (including ₹300/- towards telephone allowance)
<b>Maximum Age Limit</b>	35 years
<b>Date &amp; time for Interview</b>	March 10, 2020 (Tuesday), 10.00 AM

**General Information and Conditions:**

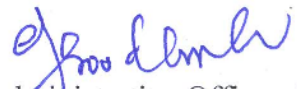
1. Interested and eligible candidates may submit applications online at the Careers page of website <https://iimk.ac.in/> latest by 4:00 p.m of 03-03-2020.
2. Candidates who have submitted their applications should report at IIM Kozhikode Campus on the date & time scheduled for the interview. **No separate intimation/call letter will be issued to candidates in this regard.** Candidates are advised to regularly visit our website/ check their emails for getting updates.
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 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.



*[Signature]*  
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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 35 years as on date of notification. Age relaxation as per Government of India norms 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/ written test will be done to limit the number of candidates. Only shortlisted candidates will then be considered for interview.
9. The Institute has right to cancel the selection process at any stage 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. No Query would be entertained.

Dated: 20-02-2020

  
Senior Administrative Officer- HR

