



भारतीय प्रबंध संस्थान कोषिकोड  
आई आई एम् कोषिकोड कैम्पस- पी ओ  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O.

**RECRUITMENT OF ERP ADVISOR**

**Notification No. C-24/2016-IIMK.HR**

Applications are invited from Indian Nationals possessing educational qualification and experience as prescribed below for recruitment for the position of “ERP Advisor” on contract basis:-

Position with pay	Required Qualification and Experience	Age Limit	Tenure of appointment
<b>ERP Advisor</b> (Post Code: ERPA)  Monthly consolidated remuneration: <b>₹120145</b>	Bachelor's Degree in Computer Science & Engineering/ IT / MCA or equivalent & minimum ten (10) years of experience in ERP system Implementation and Management, of which at least five (5) years should be in end-to-end implementation of a popular commercial ERP software preferably in an Academic Institute such as IIT/ IIM/ NIT or Reputed National/ International Academic Institute.	62 years	3 years (extendable by a further period of 2 years on need basis)

**Skills/ Abilities required for the position:**

- Knowledge of designing, implementing and improving business processes in an ERP application environment.
- Knowledge of business application implementation, middleware implementation, application requirements, design, development and testing.
- Excellent written and verbal communication skills, ability to interface with end users and effectively support their requirements.
- Ability to effectively plan (cost, resource & time), execute and communicate the project progress to stakeholders.
- Ability to lead training and other change management processes.

**Job Responsibilities:**

- To supervise the end-to-end implementation of ERP in IIM Kozhikode.
- Lead the team to collect accurate requirements and implement them in the system effectively.
- Manage the vendor implementing ERP and minimize change to the project scope.
- Ensure that the ERP is integrated with the other existing applications for optimal operations.
- Lead the implementation of software modules/applications within the ERP and analyze interfaces between applications in order to ensure maximum efficiency is achieved from the IT system.
- Coordinate with vendor to create documentation and procedures guidelines for ERP systems users.

*[Handwritten Signature]*  
20/12/2016



- (vii) Manage day-to-day running of the ERP implemented. Coordinate with vendor to resolve issues reported by end users. Ensure overall smooth operations of the ERP system implemented.
- (viii) Documentation, Interfacing with IIMK Management, vendor and IIMK Stakeholders, Data migration and data backup.

**General instructions:**

- (i) Application can be submitted online in the link: <https://www.iimk.ac.in/announcements/recruitment.php>
- (ii) Candidates should follow the prescribed procedure for submission of application. The last date for submission of the online application is 20.01.2017 (up to 23.59 Hrs)
- (iii) For calculation of maximum age limit, 20.01.2017 ie. the last date of submission of online application will be taken into account.
- (iv) Print-out of the duly filled online application in a sealed enveloped superscribing "Application for the position of ERP Advisor (Post Code: ERPA)" should reach the "Senior Administrative Officer (HR), Indian Institute of Management Kozhikode, IIM Kozhikode Campus P.O, Kunnamangalam, Kozhikode, Kerala – 673 570" by Speed Post/ Registered Post/ Courier latest by 31.01.2017 (up to 17.30 Hrs) along with the following documents:-
  - a) SSLC as proof of date of birth and qualification.
  - b) Educational qualification Certificates with final marks sheet.
  - c) Experience certificates (from latest employment to earlier ones mentioning period of employment and monthly salary)
- (v) Experience should not include Apprenticeship and Training of any form and experience should be relevant to the post advertised & after obtaining basic qualification for the post. Experience is calculated in years/ months/days separately of same/various organizations with different spells and added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
- (vi) Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application alone will be considered as incomplete application.
- (vii) Candidates will be shortlisted for interview after the applications received have been screened by a duly constituted committee. The decision of the committee in this regard will be final and binding.
- (viii) Mere fulfilling of the minimum qualifications and experience prescribed will not make a candidate eligible to be called for Interview.
- (ix) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- (x) The selection Committee reserves the right to fix the criteria for selection including fixing of minimum cut-off marks for the posts.
- (xi) No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.

  
Senior Administrative Officer (HR)

IIM Kozhikode Campus  
20.12.2016

