



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

Tel: 0495 2809160/ 125

Notification No. C-35/2018-IIMK.HR

RECRUITMENT OF ADMIN. ASSOCIATE

Indian Institute of Management Kozhikode invites applications for the contractual position of ADMIN. ASSOCIATE.

No. of vacant position	01 (One)
Qualification & Experience	Post Graduation in any discipline from a recognized university with <u>one year</u> of relevant post qualification experience. Or Graduation in any discipline from a recognized university with <u>two years</u> of relevant post qualification experience. <i>*In addition, the candidates should have good English communication, proficient in MS-Office and Internet usage.</i>
Consolidated Monthly Remuneration	₹ 16,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	35 years (as on the date of notification)
Date & time of Interview	28-09-2018 (Friday), 10.00 a.m.

INSTRUCTIONS

1. Qualified and interested persons may apply ONLINE upto 04.00 p.m. of 27-09-2018 at the website link <https://iimk.ac.in/announcements/recruitment.php>.
2. Candidates who are awaiting results or those who are yet to appear for the qualifying examinations are not eligible to apply.
3. The candidates who have submitted their applications online should be present 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.
4. The candidates have to bring printed copy of the filled application and original certificates along with one set of photocopies for verification purpose at the time of interview. Salary slip is also required.
5. Relaxation in age limit for SC/ST/OBC (non-creamy layer) candidates will be as per Govt. of India norms.
6. No TA/DA will be paid for attending the walk-in-interview.
7. The ad-hoc Selection Committee may hold screening test in case required. In such case, shortlisted candidates alone will be interviewed.
8. Decision of the Director, IIMK regarding the selection will be final.

Dated: 18-09-2018


Senior Administrative Officer- HR

