



Notification No. C-46/2018-IIMK.HR

RECRUITMENT OF ADMIN. ASSOCIATE

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

No. of vacant position	01 (One)
Qualification & Experience	Post Graduation from a recognized university with minimum (01) one year of post qualification experience in Purchase/Procurement preferably in Govt. Departments/PSUs/Autonomous Bodies. OR Graduation from a recognized university with minimum (02) two years of post qualification experience in Purchase/Procurement preferably in Govt. Departments/PSUs/Autonomous Bodies. <i>(In addition, the candidates should be proficient in MS-Office and Internet usage with good English communication).</i>
Desirable	An additional qualification in Materials Management and proficient in Govt. Tenders & Legal Matters.
Job Profile	<ul style="list-style-type: none">• To assist in day- to-day functioning of the Purchase Department.• Collect purchase orders and purchase requisitions to order materials, goods and supplies.• Local liaison with vendors.• Ensure that invoices are sent to accounts for payment.
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	11-01-2019 (Friday), 10.00 am

INSTRUCTIONS

1. Interested candidates must fill in the Online Application Form. The Application Form will be available on IIMKs website under 'Job Openings' section.
2. Only those who satisfy the required age, qualification and experience need apply.
3. Candidates who have submitted their applications online 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.

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.
5. Relaxation in age limit for SC/ST/OBC (non-creamy layer) & Ex-servicemen 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 considered for interview subject to verification of original documents.
8. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. on 05-01-2019

Dated: 27-12-2018


Senior Administrative Officer- HR

