



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

Tel: 0495 2809160/ 414/125

Notification No. C-19/2017-IIMK.HR

RECRUITMENT OF SENIOR ADMIN. ASSOCIATE (PLACEMENT)

Indian Institute of Management Kozhikode invites applications for the contractual position of Senior Admin. Associate (Placement).

Position	Senior Admin. Associate (Placement)	
No. of position	01 (One)	
Maximum Age Limit	40 years (as on the date of notification)	
Consolidated Monthly Remuneration	₹ 25,300/- (including ₹300/- towards telephone allowance)	
Qualification	MBA/Post Graduation in any discipline from a recognized University with good English communication, proficiency in MS-Office and Internet usage.	
Experience	Post qualification experience of minimum five (05) years in similar field from reputed Business Schools or other reputed Academic Institutions.	
Date of Interview	04-10-2017 (Wednesday)	Reporting Time: 10.00AM

INSTRUCTIONS

1. Qualified and interested persons may apply ONLINE upto 05:00 PM of 03-10-2017 at the website link <https://iimk.ac.in/announcements/recruitment.php> . Candidates are required to bring a printed copy of the filled application at the time of interview.
2. The candidates who have submitted their applications online should be present at IIM Kozhikode Campus on the date of interview. No separate intimation/call letter will be issued to candidates in this regard.
3. Relaxation in age limit for SC/ST/OBC (non-creamy layer) candidates will be as per Govt. of India norms.
4. Candidates should submit photocopies of the certificates, marksheets as proof of their educational qualifications, work experience and community they belong. Originals should be furnished for verification.
5. No TA/DA will be paid for attending the walk-in-interview.
6. The ad-hoc Selection Committee may hold screening test in case of sufficiently large number of candidates. In such case, shortlisted candidates alone will be interviewed.
7. Decision of the Director, IIMK regarding the selection will be final.

Dated: 21-09-2017


Senior Administrative Officer- HR

