



**Notification No. C-11/2019-IIMK.HR**

**RECRUITMENT OF OFFICE ATTENDANT**

Indian Institute of Management Kozhikode invites online applications for the contractual position of Office Attendant.

<b>Position</b>	<b>OFFICE ATTENDANT</b>
<b>Essential Academic Qualification &amp; Experience</b>	Pass in Plus two (+2) or equivalent with post qualification experience of minimum two years as an office attendant or in related field.
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Basic knowledge of computer / proficiency in MS-Word &amp; Excel.</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• Movement of files, and other documents as per superior's instruction.</li><li>• Photocopying, updating paperwork and maintaining documents.</li><li>• Distribution of newspapers at designated points.</li><li>• To perform bus cleaner duty in staff bus.</li><li>• Maintaining office equipment as needed.</li><li>• Organize and maintain office area.</li></ul>
<b>Maximum Age Limit</b>	28 years (as on the date of notification)
<b>Monthly Remuneration</b>	₹15,300/- (including ₹300/- as mobile allowance)
<b>Date and Time for Interview</b>	<b>08-05-2019 (Wednesday), 10:00 AM</b>

**General Information and Conditions:**

1. Interested and eligible candidates may apply ONLINE through our website <https://iimk.ac.in/> upto 5.00 PM of 07-05-2019.
2. Candidates who have submitted online 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 for getting updates.***
3. Candidates are required to bring a printed copy of the filled application at the time of interview along with all certificates in original for verification purpose. Self attested copies of the certificates, marksheets, testimonials in support of age, educational qualifications, experience certificate etc. should also be produced at the time of interview.
4. While applying, it may be verified and certified that the particulars furnished by the applicant are correct. Application without signature, or incomplete in any other aspect will be summarily rejected.

*[Handwritten Signature]*  
25/4/2019

5. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
6. Age relaxation as per the Government of India norms in respect of SC / ST / OBC / Ex-Serviceman etc. 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. The ad-hoc Selection Committee may hold screening test in case of sufficiently large number of candidates. In such case, only shortlisted candidates will be considered for interview subject to verification of original documents.
9. The Selection Committee has right to cancel the selection process 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.

Dated: 25-04-2019

  
Senior Administrative Officer