



RECRUITMENT OF ADMIN. ASSOCIATES ON CONTRACT

Notification No. C-45/2021-IIMK.HR

Applications are invited for the contractual position of Admin. Associates at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Post-Graduation with minimum two years of relevant experience in administrative and academic support areas. OR Graduation with minimum three years of relevant experience in administrative and academic support areas. <i>(In addition, the candidates should be proficient in</i> (i) MS-Office and Internet usage (ii) Good Communication skills in English(Both written and verbal) (iii) Basic knowledge in Information Technology
Job Profile	<ul style="list-style-type: none">• The role entails responsibility of managing the day-to-day academic activities of programme office includes class scheduling, conduct of offline and online exams, monitoring of students attendance etc.• Handle organizational and clerical support tasks.• Ability to work independently or as part of a team to meet objectives and deadlines• Document management and correspondences with other offices.• Responsible for confidential and time sensitive material.• Initiate noting/ writing letters and emails• Must be able to manage the office with minimal supervision.
Consolidated Monthly Remuneration	Rs. 20,300/- (including Rs.300/- towards telephone allowance)
Number of Positions	03 (Three)
Maximum Age Limit	35 years
Date & Time of Interview	To be announced

General Information and Conditions:

1. Interested and eligible candidates may submit their application online at <https://iimk.ac.in/> latest by **5:00 pm of 07-12-2021**.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.

3. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
4. Based on details submitted in the application, academic and professional details, the candidates will be shortlisted for selection process and interview.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
6. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
7. If selected, the engagement will be subject to verification of all original certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 07-12-2021.

Dated: 09-11-2021




Consultant (GA)