



**RECRUITMENT OF ACADEMIC SUPPORT EXECUTIVE ON CONTRACT**

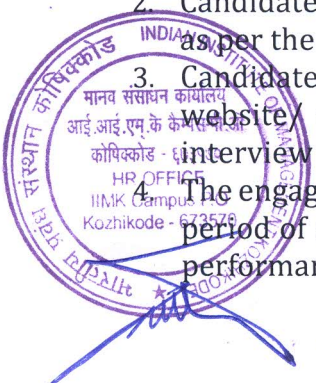
**Notification No. C-16/2021-IIMK.HR**

Applications are invited for the contractual position of Academic Support Executive at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Post-Graduation with <u>Minimum three years of relevant experience</u> in Administrative and Academic support areas.  Three years experience in Teaching, Teaching Assistance or Academic Administration in a reputed Institution is <u>mandatory</u> .  (In addition, the candidates should be proficient in: 1. MS-Office and Internet usage with good English communication both written and spoken 2. Basic knowledge in Information Technology).
Job Profile	1. Support to the faculties teaching in the PGPBL. 2. Backend assistance for MOODLE, updation of course outline, purchase of textbooks, readings, cases and all relevant academic coordination. 3. All academic assistance including in classroom support, grading verification, conduct of quiz, exams. 4. Coordination activities for onsite & offsite academic projects, industry visits as a part of the academic requirement. 5. Maintaining faculty workload data 6. Must be able to manage the office with minimal supervision.
Consolidated Monthly Remuneration	₹22,300/- (Including HRA ₹2000 pm and Telephone allowance ₹300/- pm)
Maximum Age Limit	35 yrs
Date & Time of Interview	<b>Will be notified later.</b>

**General Information and Conditions:**

- Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 05-07-2021**.
- Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
- 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.
- 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.



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. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
8. Decision of the Director, IIMK regarding the selection shall be final.
9. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

**Last date for online application is 5:00 p.m. of 05-07-2021.**

Dated: 21-06-2021



Consultant (LS&A)