



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
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Notification No. C-30/2023-IIMK.HR

Recruitment of Junior Technical Assistant (Electrical) on contract

Indian Institute of Management Kozhikode invites applications from eligible candidates for the contract position of Junior Technical Assistant (Electrical).

Position	Junior Technical Assistant (Electrical)
Maximum Age Limit	35 years (as on the date of notification)
Consolidated Monthly Remuneration	Rs 23,100/- (Including Rs 300/- towards telephone allowance)
Qualification & Experience	<p>Three Year full Time Diploma in Electrical Engineering with minimum Two (02) years' experience in the relevant field of Engineering. Experience in Clerical/ Administrative activities desirable.</p> <p style="text-align: center;">OR</p> <p>B.Tech /BE in Electrical Engineering with minimum one year experience in the relevant field of Engineering. Experience in Clerical/ Administrative activities desirable.</p> <p><i>(In addition, the candidates should have good English communication, Proficiency in MS-Office and Internet usage).</i></p>
Job Profile	<ul style="list-style-type: none">➤ The role entails responsibility of assisting in the day-to-day office-related activities of Electrical Engineering office.➤ 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 work with minimal supervision.➤ Inspecting Sites regularly to ensure standards for safe working conditions are observed.➤ Ensuring methods to meet work schedules and to coordinate work activities with other departments.➤ Supervising, coordinating and scheduling the activities of related staff.

