



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

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.

	<ul style="list-style-type: none"> ➤ Ensuring all materials used and work performed are as per specification. ➤ Verification of Invoice, Survey and Estimation, record keeping and documentation. ➤ Preparation of preliminary & detailed estimates. ➤ Capable of working a team. ➤ Performs other appropriate duties and activities as assigned.
Date & time of Interview	Will be notified later

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 29-06-2023**.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule, if any.
4. 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; Time slot 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.

Last date for online application is 5:00 pm 29-06-2023.

Dated: 01-06-2023



[Handwritten Signature]
01/06/2023
In Charge HR Office