



RECRUITMENT OF ADMIN. ASSOCIATES

Notification No. C-19/2020-IIMK.HR

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

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. (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	<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)
Maximum Age Limit	35 years
Date & time for Interview	To be announced

General information and conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by 03:00 p.m of **15.12.2020**.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.

3. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed in the online portal.
4. Mere eligibility will not entitle any candidate to be called for interview. In case a large number of applications are received, screening will be done to limit the number of candidates. Only shortlisted candidates will then be considered for online-interview.
5. Interview will be held via Zoom platform. Link will be sent through email to shortlisted candidates with details regarding time slots etc.
6. Candidates who fail to appear via Zoom platform, on the date/time of Interview, for any technical reason/connectivity issues/bandwidth etc. will be treated as absent and no separate communication or request to re-appear later will be considered.
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. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
9. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
10. The Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
11. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 3:00 p.m. of 15.12.2020.

Dated: 07-12-2020



Chief Manager (HR)