



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् कोषिकोड कैम्पस- पी ओ, कोषिकोड -673 570, केरल
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kozhikode-673 570, Kerala

Notification No. C-19/2021

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the posts of Hostel Warden for Two Years on Contract Basis initially.

1. HOSTEL WARDEN Post Code: HW	
No. of vacancies	02 (1 Male and 1 Female)
Pay Level	Rs. 45,000/- (Consolidated)
Qualification: Graduation Degree / Three year Diploma.	
Experience: Total of Ten (10) years service with at least Three years * relevant experience in \$ equivalent relevant service and pay.	
Important Note:	
<ul style="list-style-type: none">➤ * Relevant experience means experience "as Warden / Deputy Warden/ Superintendent /Supervisor/ In Charge in a large Hostel of any College/ university/ Institute/Government Organization". Nurses/Nursing Officers who worked as Matrons/Supervisors will also be considered.➤ Good English Communication (verbal and written) is an essential prerequisite.	
Desirable:	
<ul style="list-style-type: none">➤ Experience of having worked as a warden or related job profile in any of the Premier Institutes like IIM, IIT, NIT and other such reputed residential Colleges, would be an added advantage.➤ Diploma/ Degree in Management/ Hospitality Management/ Psychology/Nursing.➤ Knowledge of Hindi.➤ Good Health to frequently move around the Hostels in Campus on foot.	
\$ Details of equivalent pay:- Three years in equivalent relevant Service and Pay:	
Pay	Three years relevant experience in the pay of Rs. 35,000/- and above.
Residential Requirement & Medical Requirement:	
Hostel wardens will be provided a room in the hostel with attached toilet facility. It is mandatory for the wardens to stay in the hostel. Medical Fitness Certificate to be attached.	
Age Limit: 45 years	
Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules	
Method of selection: Interview only	

Instructions:

1. Application is to be submitted **online** from **01 July 2021 to 28 July 2021 (up to 23.59 hours)**. In case of any technical difficulty candidates are advised to contact hr@iimk.ac.in.
2. **Printed copy of the application submitted online duly signed** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope "Application for the post of _____ Post Code ____" addressed to :



**HR In-charge
Indian Institute of Management Kozhikode
IIM Kozhikode Campus P.O
Kozhikode, Kerala - 673 570**

- a) SSLC as proof of date of birth.
- b) Educational qualification certificates with final marks sheet as specified for the post.
- c) Experience certificate(from latest employment to earlier ones mentioning period of employment)
- d) Salary certificate (as per the requirements specified for equivalent pay).
- e) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for differently abled.
- f) Medical Fitness Certificate(Medical fitness certificate issued by District Civil Surgeon to be submitted at the time of joining).

Last date for receipt of printed copy of application at IIMK - 17:30 hrs on 13.08.2021

3. **The initial contract will be for a period of 2 years of which the first six months will be on probation. If the performance of the candidate is found to be excellent/outstanding during the contract period, the candidate may be considered for absorption on a regular basis; (Permanent Post). The candidate will however not have any exclusive right on the same.**
4. For calculation of age, **28.07.2021** ie. the last date of submission of online application will be taken into account.
5. Experience should not include Apprenticeship and Training of any form. Experience is calculated in years/months/days of the same/different organizations worked, added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
6. Candidates who had applied earlier for the said post need to apply again.
7. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
8. While calculating prior experience, equivalent pay (basic pay without any allowances) for non-Govt. officials should be equivalent to the entry pay in the corresponding level of 7th CPC.
9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written test/interview. The Selection Committee reserves the right to fix the criteria for selection.
10. Short listed candidates alone will be called for written test/interview for the posts applied. At the time of written test/interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed, will be rejected from the process of selection, even though they have been called for the written test/interview.
11. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of Written Test/Certificate Verification or otherwise their applications will be rejected and they will not be permitted to attend the written test/Interview.
12. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/interim enquiries/telephonic enquiry regarding test/interview/ selection will be entertained.
13. In the event of any of the particulars declared by the Candidate or documents submitted were found to be false, even at a later date, the candidature will be cancelled and will be treated as null & void. The service will be terminated as required.



14. Application of candidates will be rejected if they do not fulfill Minimum Pay Criteria or relevant Experience criteria in respective areas as appended below each post and/or if copies of supporting Documents/Pay Slips/Pay details certified by the respective firm, are not attached with the application form.
15. Canvassing in any form will be a disqualification.
16. In all matters relating to conduct, selection and appointment, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.
17. In case of any technical difficulty in uploading the matter please contact hr@iimk.ac.in or taweb@iimk.ac.in.



Julius George

Lt. Col. M Julius George (Retd.)
Chief Administrative Officer

Date: 30.06.2021
IIM Kozhikode Campus

IMPORTANT	
Date of opening of online application	01 July 2021 (THURSDAY)
Last date of submission of online application	28 July 2021 (WEDNESDAY)
Last date for receipt of printed copy of application at IIMK	13 August 2021 (FRIDAY)
Address to which the application should be sent	HR In-charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O Kozhikode, Kerala - 673 570