



भारतीय प्रबंध संस्थान कोषिकोड  
आई आई एम् कोषिकोड कैम्पस- पी ओ  
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
IIM Kozhikode Campus P.O. , Kozhikode , Kerala PIN 673570

**Recruitment of Principal Career Counsellor (On Contract)**  
**Notification No. C-27/2021-IIMK.HR**

Applications are invited for the position of **Principal Career Counsellor** for a period of three years on contract basis at Indian Institute of Management, Kozhikode, which is an Institution of National Importance under Indian Institutes of Management Act, 2017.

<b>Qualification</b>	<ul style="list-style-type: none"><li>Graduate/Post Graduate in Career Counselling/Psychology/HR/allied disciplines.</li><li>Proficiency in MS Office especially – MS word &amp; excel; excellent communications skills in English &amp; Hindi.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Minimum Seven (07) years' experience in career/placement counsellor experience in an academic institution of repute interfacing industry career options.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>Master's degree in Social work with counselling or people management specialisation</li><li>Exposure to MBTI/FIRO-B or similar psychometric tools/techniques.</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>Understanding &amp; addressing students' career-related aspirations, concerns, and uncertainties throughout the consultation process.</li><li>Mapping student career aspirations with jobs available in the corporate world.</li><li>Reviewing student's personal, educational &amp; previous work experience undertakings and how the manifestation of these might inform their prospective job-related choices.</li><li>Guiding students through the completion of aptitude, personality, and adjacent tests.</li><li>Proposing career-related options that are congruent with substantiated insights.</li><li>Informing students about potential shortcomings in their skill sets and devising strategies to remedy these.</li><li>Walking students through the process of compiling and restructuring their resumes.</li><li>Arrange to conduct mock interviews (tailored to respective sectoral styles) as per students' sectoral preferences, and provide feedback for improvement.</li><li>Prepare student's on facing group discussion, virtual interviews &amp; face to face interviews.</li><li>Advice students on etiquette and proper dress code for attending interviews.</li><li>Advise students on emerging jobs in the industry and prepare them adequately based on their interest.</li><li>Maintain effective network/ coordination with alumnus for domain specific interview preparation &amp; requirement.</li><li>Preparing students on negotiations during job offer, on salaries.</li><li>Outstanding interpersonal skills.</li><li>Must have previous experience in the industry / leading Business school.</li><li>Please refer to detailed <b>Job Description</b> attached before applying.</li></ul>
<b>Place of posting</b>	IIMK Campus, Kunnamangalam, Kozhikode, 673570.
<b>Age Limit</b>	50 years
<b>Remuneration</b>	All-inclusive fixed monthly remuneration of Rs.1,00,000/- plus Rs.500/- as mobile allowance.
<b>Date and Time for Interview</b>	May be conducted through video conference. Date would be intimated later.





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**General information and conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 3:00 pm of 24.07.2021.
2. Candidates who have applied earlier against our previous notification, need not apply again.
3. Candidates are requested to upload their photograph, Certificates and Signature, as per the format prescribed in the online portal.
4. 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.
5. The engagement to the above position will purely be on contract basis for an initial probation period of six months.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
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.

02.07.2021



  
Chief Administrative Officer

## **JOB DESCRIPTION**

**Principal Career Counsellor**

**Office : Academic Administration**



## Job Description –

### Part A: Job Specification

**Job Purpose** To maintain a focal point for providing career counselling services advising and connecting students to opportunities during their campus life.

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**Reporting and Relationships**

- Reports to Dean –AAD.
- Peer offices: coordination with Placement and Corporate relations offices.

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**Job Context & Major Challenge(s)**

- Institute has 600+ regular pass outs from full time PGP Courses who requires career counselling to help them choose appropriate placement opportunities matching their aptitude, job preferences and academic credentials in support of the same.
- More than 200 reputed firms/MNCs/leading corporates participate every year for summer internships and later selections/placements; requirements vary widely on competencies, skills, proficiencies aligned to their respective complex work/job environment.
- Students are from diverse academic streams; needing assistance to help them align their aspirations, capabilities with requirements of corporates, decide within a short time during placement week.
- Challenge is to facilitate each student to have a firm career start commensurating their aptitude and capabilities ; remains aligned to the job requirements for fostering a successful career path ahead; intellectually and socially enriching.

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**Financial Dimension** • Nil

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### Generic Accountabilities – All Employees

**Safety Health & Environment**

- Ensure all activities are undertaken in compliance with Institute's Safety, Health and Environment and Quality policies, regulations and standards of Institute.

**Confidentiality**

- Confidentiality of any document and working procedures and protocols are never to be divulged to a third party without explicit approval of Competent authority. This accountability is a condition of employment/services for all staff/faculty, irrespective of their nature of employment contract.

**IIMK-Diary**

- Ensure that IIMK-Dairy is maintained for day-to-day job/activity controls and reviews periodically

### Key Job Accountabilities

1. Guide students in determining their likes, dislikes, interests and abilities using a wide range of methods, such as aptitude assessments, interviews and planning materials
2. Hold periodical structured counselling sessions with each student to address student's career aspirations, concerns, uncertainties potential shortcomings in their skill sets/experience levels and remedial measures.
3. Guidance to students for increasing awareness on industry domain, working environment, compensation trends.
4. Facilitate psychometric sessions, aptitude, personality tests for students through external experts/agencies as required for personality profiling.
5. Documentation of career options available sectorwise in coordination with representatives of corporates/agencies participating in IIMK placement sessions.
6. Maintain effective network/coordination with alumnus for prospective placement requirements; domain wise.
7. Hold counselling sessions with students to share sectorwise career options available before each placement season.
8. Walking students through in development of their CVs/Profiles aligned to IIMK brand and reflecting previous experience if any, for sharing with corporates.
9. Facilitate virtual meet-ups with industry chiefs/ reps for online interactions thru skype/zoom/webinars/virtual career fairs etc.
10. Develop a comprehensive profile match between candidate's profile, aspirations and career demands from sectors/industry leaders.
11. Arrange to conduct mock interviews (tailored to respective sectoral styles) as per students' sectoral preferences and provide feedback.
12. Issue advisory guidelines to students for effective participation in group discussions, interview etiquettes, dress codes, presentation and inter-personal skills including negotiating skills on salary, terms etc.