



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

Advertisement No. R-01/2021

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following posts.

1. CHIEF MANAGER (HR) (Group-A) Post Code: CMHR

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| No. of vacancies | 01 (One) (UR-01) |
| Pay Level | Level-13; Rs. 1,23,100-2,15,900/- |

Qualification: MBA or equivalent with specialization/major in HRM, preferably on full time basis.

Experience: Fifteen (15) years experience in handling HR matters out of which five (05) years should be in Pay Level-12 (Rs. 78,800-2,09,200) or ten (10) years in Pay Level-11 (Rs. 67700-208700) for Officials of Govt./Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below:-

Five (05) years in Pay Level-12 or Ten (10) years in Pay Level-11

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| Pay Level-12 | Minimum basic pay of Rs. 78800/- for the year 2016 onwards & Rs. 29500/- for the earlier periods. |
| Pay Level-11 | Minimum basic pay of Rs. 67700/- for the year 2016 onwards & Rs. 25350/- for the earlier periods. |

Desirable:

- Degree in Law/Diploma Course in Labour Law.

Age Limit: 50 years.

Method of selection: Interview only

2. ASSISTANT ADMINISTRATIVE OFFICER (Group-B) Post Code : AAO

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| No. of vacancies | 01 (One) (UR-01) |
| Pay Level | Level-07 (Rs. 44900-142400) |

Qualification: Graduation in any discipline.

Experience: Five (5) years' relevant administrative experience in Pay Level-06 (Rs. 35400-112400) or combined service of ten (10) years' relevant administrative experience in Pay Level-04 (Rs. 25500-81100)/ Pay Level-05 (Rs. 29200-92300)/ Pay Level-06 (Rs. 35400-112400) for Officials of Govt./Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-



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| Govt. Officials are given below:- | |
| <ul style="list-style-type: none"> Five (05) years in Pay Level-06 or combined service of Ten (10) years in Pay Level-04/05/06 | |
| Pay Level-06 | Minimum basic pay of Rs. 35400/- for the year 2016 onwards & Rs. 13500/- for the earlier periods. |
| Pay Level-05 | Minimum basic pay of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods. |
| Pay Level-04 | Minimum basic pay of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods. |
| Note: | |
| <ul style="list-style-type: none"> Relevant Experience means "Experience in administrative matters", preferably in Central Government Service or State Govt. Service/ in an academic institution of National or State importance / PSUs or Autonomous Institutions/Reputed private firms. | |
| Age Limit: 40 years | |
| Method of selection: Written Test only | |

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| 3. ASSISTANT (Group-B) Post Code : ASST | |
| No. of vacancies | 02 (Two) (OBC-01, 01-EWS) |
| Pay Level | Level-06 (Rs. 35400-112400) |
| Qualification: Graduation in any discipline. | |
| <p>Experience: Six (06) years' relevant office clerical experience in Pay Level-05 (Rs. 29200-92300) or combined service of Eight (08) years' relevant office clerical experience in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) for officials of Govt. /Autonomous Institutions.</p> | |
| OR | |
| Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below:- | |
| <ul style="list-style-type: none"> Six (06) years' in Pay Level-05 or combined service of Eight (08) years in Pay Level-04/05. | |
| Pay Level-05 | Minimum basic pay of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods. |
| Pay Level-04 | Minimum basic pay of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods. |
| Note: | |
| <ul style="list-style-type: none"> Relevant experience means "Experience in office clerical/administrative matters", preferably in Central Govt. Service or State Govt. Service/in an academic Institution of National or State importance / PSUs or Autonomous Institutions / reputed private firms. | |
| Age limit: 35 years | |
| OBC: 38 Years. | |
| Method of selection: Written test only. | |



4. JUNIOR ENGINEER (ELECTRICAL) (Group-B) Post Code : JEE

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| No. of vacancies | 01 (One) (UR-01) |
| Pay Level | Level-06 (Rs. 35400-112400) |

Qualification & Experience:

Three year Diploma Course in Electrical Engineering with Eight (08) years' relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined service of Eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs.29200-92300) or equivalent relevant service and pay.

OR

B.E./B.Tech in Electrical Engineering with Three (03) years' relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant service of Eight (08) years' in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) or equivalent relevant service and pay.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below:-

1. For Diploma Holders:- Eight (08) years' in Pay Level-05 or combined service of Eight (08) years in Pay Level-04/05.
2. For B.E./B.Tech:- Three (03) years' experience in Pay Level-05 or combined service of Eight (8) years' in Pay Level-04/05.

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| Pay Level-5 | Minimum basic pay of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods. |
| Pay Level-4 | Minimum basic pay of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods. |

Age limit: 35 years**Method of selection:** Written test only**5. JUNIOR ASSISTANT (Group-C) Post Code : JA**

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| No. of vacancies | 02 (Two) (ST-01, OBC-01) |
| Pay Level | Level-04 (Rs. 25500-81100) |

Qualification & Experience: Graduation in any discipline.

Experience: Five (05) years relevant office clerical experience in Pay Level-03 (Rs. 21700-69100) or eight (08) years relevant office clerical experience in Pay Level-02 (Rs. 19900-63200) for officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-



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| Govt. Officials are given below:- | |
| • Five (05) years' in Pay Level-03 or Eight (08) years in Pay Level-02. | |
| Pay Level-03 | Minimum basic pay of Rs. 21700/- for the year 2016 onwards & Rs. 8460/- for the earlier periods. |
| Pay Level-02 | Minimum basic pay of Rs. 19900/- for the year 2016 onwards & Rs. 7730/- for the earlier periods. |
| Age Limit: 35 years OBC: 38 Years, ST: 40 Years. | |
| Method of selection: Written test only | |

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| 6. JUNIOR EXECUTIVE (Group-C) Post Code : JEXE | |
| No. of vacancies | 02 (Two) (UR-02) |
| Pay Level | Level-03 (Rs. 21700-69100) |
| Qualification: Graduation in any discipline. | |
| Experience: Two (02) years relevant experience in Pay Level-02 (Rs. 19900-63200) or combined relevant experience of four (04) years in Pay Level-01 (Rs. 18000-56900) and Pay Level-02 (Rs. 19900-63200) for Officials of Govt. / Autonomous Institutions. | |
| OR | |
| Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below:- | |
| • Two (02) years in Pay Level-02 or four (04) years in Pay Level-01/02. | |
| Pay Level-02 | Minimum basic pay of Rs. 19900/- for the year 2016 onwards & Rs. 7730/- for the earlier periods. |
| Pay Level-01 | Minimum basic pay of Rs. 18000/- for the year 2016 onwards & Rs. 7000/- for the earlier periods. |
| Note: | |
| ➤ Relevant experience means "Experience in clerical/academic/administrative matters/customer care/public relations/ student relations/ hospitality/ event management", preferably in an academic Institution of National or State importance / PSUs or Autonomous Institutions / reputed private firms. | |
| Age limit: 30 years | |
| Method of selection: Written test only | |



Instructions:

1. Application is to be submitted **online** from **06.12.2021** to **05.01.2022 (up to 23.59 hours)**. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in and 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) Community certificate for SC/ST/OBC (Non-Creamy Layer)/EWS in the format prescribed by the Govt. of India.
- f) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for differently abled.

Last date for receipt of printed copy of application at IIMK - 17:30 hrs on 14.01.2022

3. For calculation of age, **05.01.2022** ie. the last date of submission of online application will be taken into account.
4. Application fee of Rs. 118/- inclusive of GST is to be paid through online payment system. There is no application fee for SC/ST/Differently Abled/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
5. Separate application along with application fee is to be sent for each post.
6. The eligibility, age, qualification, etc. prescribed shall be as on the last date of receipt of online application.
7. There is no upper age limit for departmental candidates holding regular position in IIMK for direct recruitment posts.
8. Candidates working in Government/ Semi-Government/ Public Sector/ Autonomous Bodies **must forward their applications through proper channel.** Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel or submission of NOC at the time of written test/interview.
9. 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.
10. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.



11. 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.
12. 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.
13. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.
14. Candidates selected will have to join in the entry pay of concerned Pay Level. Pay protection benefits will not be extended in any case.
15. The candidates joining the Institute will not be permitted to apply for outside employment for the initial three years and are required to abide by the Institute policy applicable from time to time in this regard.
16. Shortlisted 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. No query would be entertained.
17. 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.
18. 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.
19. 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.
20. 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.
21. Canvassing in any form will be a disqualification.
22. The Institute reserves the right to fill or not to fill any of the posts advertised or cancel the entire recruitment procedure at any stage without assigning any reason.
23. 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.



Date: 06.12.2021
Kozhikode Campus

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

| IMPORTANT | |
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| Date of opening of online application | 06 DECEMBER 2021 (MONDAY) |
| Last date of submission of online application | 05 JANUARY 2022 (WEDNESDAY) |
| Last date for receipt of printed copy of application at IIMK | 14 JANUARY 2022 (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 |

