



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

Tel: 0495 2809160//366

Notification No. C-47/2022-IIMK.HR
RECRUITMENT OF ADMIN. ASSOCIATE

Indian Institute of Management Kozhikode invites applications for the contractual position of Admin. Associate.

No. of position	01 (One)
Maximum Age Limit	35 years (as on the date of notification)
Remuneration & Allowance	Rs.20,000(Consolidated)
Qualification	Post-Graduation in any discipline (Preferably humanities/ Social Sciences/ Management) from a recognized University with excellent oral and written English communication skills. The candidate should be proficient in MS Office & Internet usage.
Role & Responsibilities	Correspondence with Conference participants, handle the work related to abstract submissions, website updates/ modifications related with Conference, compilation of database for potential targets of the conference and provide assistance to other conference related works.
Duration of Contract	Five Months from the date of Joining
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 08-09-2022**.
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 change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for a period of Five Months.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots 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.
9. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

Last date for online application is 5:00 p.m. of 08-09-2022.

Dated: 24-08-2022



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24/08/2022
In Charge HR Office