



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

Tel: 0495 2809160/366

**Notification No. C-52/2022-IIMK.HR**

**RECRUITMENT OF ADMIN. ASSOCIATE**

Indian Institute of Management Kozhikode invites applications for the position of Admin. Associate on contract basis.

<b>Position</b>	<b>ADMIN. ASSOCIATE</b>
<b>No. of position</b>	One (01)
<b>Consolidated Monthly Remuneration</b>	₹ 24,300/- (including ₹300/- towards telephone allowance)
<b>Maximum Age Limit</b>	35 years (as on the date of notification)
<b>Essential Qualification &amp; Experience</b>	Post-Graduation with minimum two years of relevant experience in administrative areas. <b>OR</b> Graduation with minimum three years of relevant experience in administrative areas.  (In addition, the candidates should be proficient in  (i) MS-Office and Internet usage (ii) Good Communication skills in English( Both written and verbal)
<b>Date of Interview</b>	<b>To be announced later.</b>

**General Information and Conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 07-11-2022**.
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 an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Based on details, submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
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. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

**Last date for online application is 5:00 p.m. of 07-11-2022**



Dated: 10-10-2022

*[Signature]*  
10/10/2022  
for In Charge HR Office