



भारतीय प्रबंध संस्थान, कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O, Kozhikode -673570
Telephone: 0495- 2809160

RECRUITMENT OF RESEARCH ASSOCIATES ON CONTRACT
Notification No. C-35/2023-IIMK.HR

Applications are invited for the contractual position of Research Associate at Indian Institute of Management Kozhikode.

Educational Qualification & Experience	<u>Educational Qualification:</u> MBA/MSW/MCom/MA/MSc in Social Sciences. <u>Work Experience:</u> Experience of working in good academic institutions or business organizations is desirable but not essential. <u>Other Skills/Competencies:</u> Excellent proficiency in written and spoken English is essential. In addition, excellent skills in using Microsoft office are necessary.
Term of Contract	One Year
Desirable	a) In-depth knowledge of national as well as Global ranking/accreditation process of academic institutions. b) DCA/PGDCA/Certificate course in Computer
Job Context	Substantial documentation in respect of various accreditation/ranking exercises by compiling data collected from different offices and other sources like websites, internet..etc
Job Roles	a) Managing the day-to-day administrative operations of the office with minimal supervision. b) Document management and correspondences with stake holders-internal and external c) Responsible for confidential and time sensitive material d) Any other duties as may be assigned from time to time
Consolidated Monthly Remuneration	Rs.24,300/- (Including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 years
Date & Time of Interview	To be announced

General Information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 29-06-2023**.
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 one year.
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; 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 29-06-2023

Dated: 14-06-2023



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14/06/2023
In Charge HR Office