



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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

Tel: 0495 2809160//366

Notification No. C-03/2025-IIMK.HR

RECRUITMENT OF EXECUTIVE ASSOCIATE-IJCCC

The India-Japan Centre on Climate and Culture (IJCCC) contributes to IIMK's aspiration of Globalizing Indian Thought by integrating the interdisciplinary themes of climate, culture and international collaboration into a unified and impactful framework.

IJCCC invites applications for the contractual position of Executive Associate-IJCCC:

| | |
|-------------------------------------|---|
| No. of position | 01 (One) |
| Maximum Age Limit | 40 years (as on the date of notification) |
| Remuneration & Allowance | Rs. 55,000/- consolidated + Rs.300(towards telephone allowance) |
| Qualification | Post-Graduation(Economics/Sociology/Psychology/Mass Communication/Political Science/History) |
| Required Attributes | Excellent oral and written English communication skills. Proficiency in MS Office, Excel, Power point, Internet usage, data collection and analysis. |
| Experience | Five years' relevant experience at a pay level of Rs 35,000/- and above per month or 10 years' experience at a pay level of Rs 25,000/- and above per month. Relevant Experience: Means experience in a reputed government/corporate sector/educational institution dealing with high end clients. Details of experience may please be elaborated in the application for perusal and consideration while shortlisting. |
| Role & Responsibilities | The Executive must be expert in written and spoken English communication, must be goal-driven and ability to lead a team. The job will involve multi-tasking, meeting deadlines, data collection and analysis, presentation, proof reading of documents and reports, working beyond office hours including holidays and working under pressure. |
| 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 pm of 28.02.2025**.
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. Further extension may be up to two years based on the requirements and performance of the selected candidate.**
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.

Last date for online application is 5:00 p.m. of 28.02.2025

Dated: 29.01.2025



[Handwritten Signature]
29/01/2025
AAO (HR- Staff Matters)