



Notification No.C-09/2016-IIMK.HR

RECRUITMENT OF SENIOR ACCOUNTING ASSISTANT ON CONTRACT

The Indian Institute of Management Kozhikode invites applications from eligible candidates for the position of **Senior Accounting Assistant on Contract**.

Number of positions : 02 (Two)

Consolidated monthly remuneration: Rs.19000/- and Rs.300/-pm as telephone allowance

Desirable Age Limit : 28 years (relaxation of 5 years for SC/ST & 03 years for OBC Non-Creamy layer)

Qualification & Experience : B.Com/BBA/Inter CA/ Inter ICWA with 5 year Experience in Accounting in Central/State/Private Services (Relaxation in experience would be considered for Inter CA or Inter ICWA)
OR
M.Com / MBA Finance/ PGDM (Finance) with 3 year experience in Accounting in Central/State/Private Services

(Knowledge and experience of working in Tally, Excel and Word essential)

RECRUITMENT OF ACCOUNTING ASSISTANT ON CONTRACT

The Indian Institute of Management Kozhikode invites applications from eligible candidates for the position of **Accounting Assistant on Contract**.

Number of positions : 03 (Three)

Consolidated monthly remuneration: Rs.14, 000/- and Rs.300/-pm as telephone allowance

Desirable Age Limit : 28 years (relaxation of 5 years for SC/ST & 03 years for OBC Non-Creamy layer)

Qualification & Experience : B.Com/BBA (Finance)/Inter CA/ Inter ICWA with 4 Years Experience in Accounting in Central/ State/ Private Services (Relaxation in experience would be considered for Inter CA or Inter ICWA)

OR

M.Com / MBA (Finance) / PGDM (Finance) with 2 years experience in Accounting in Central/ State/ Private Services

(Knowledge and experience of working in Tally, Excel and Word essential)

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22/7/2016
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भारतीय प्रबंध संस्थान कोषिकोड
Indian Institute of Management Kozhikode
IIM Kozhikode Campus P.O, CALICUT - 673 570, Kerala, India
Phone: 0495-2809332 Fax: 0495-2803010-11

RECRUITMENT OF JUNIOR ACCOUNTING ASSISTANT ON CONTRACT

The Indian Institute of Management Kozhikode invites applications from eligible candidates for the position of **Junior Accounting Assistant on Contract**.

- Number of positions** : 04 (Four)
- Consolidated monthly remuneration:** Rs.11,000/- and Rs.300/-pm as telephone allowance
- Desirable Age Limit** : 28 years (relaxation of 5 years for SC/ST & 03 years for OBC Non-Creamy layer)
- Qualification & Experience** : B.Com.with one year post qualification experience in accounting in Central/State/Private Services.

RECRUITMENT OF OFFICE ATTENDANT ON CONTRACT

Indian Institute of Management Kozhikode requires **Office Attendant** on contract:

- Number of position** : 01 (One)
- Consolidated monthly remuneration** : Rs. 10,000 and Rs.300/-pm as telephone allowance
- Maximum Age Limit** : 28 years (relaxation of 5 years for SC/ST & 03 years for OBC Non-creamy layer)
- Qualification** : Pass in Plus Two or Equivalent
- Desirable** : Basic knowledge of computer and Knowledge of Microsoft Excel and Word
- Job Profile** : File movement, dak entry, photocopying, office arrangements etc. The person is also responsible for Co-driver duty in staff bus from 05.30 PM to 07.30PM & should possess 2 wheeler driving license.

General Instructions

1. Qualified and interested candidates may apply **ONLINE at IIMK website** and thereafter appear for **Walk in interview** which will be held at **10.00 AM 17th August 2016** (Reporting time 9.00am) at IIM Kozhikode Campus (Administrative Block) along with printed copy of the filled application duly attached with Self attested photocopies of certificate (SSLC, Post Graduate/Graduate Certificate and all mark sheets, Experience certificates, Community certificate for SC/ST/OBC(Non-Creamy layer).
Original Certificates are to be produced for verification.
2. Retired persons are encouraged to apply and will be granted relaxation from appearing in written test in deserving cases. (Maximum Age limit 60 Years)

G. Anela
22/7/2016
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3. Certificates of 10th, 12th, graduation, post graduation, other degree and diploma courses done, with mark sheets, certificates of proficiency, certificates from employer for work experience including salary drawn are required to be produced. All details specified in the application need to be duly supported by certificates obtained from school, college/institution/employer.
4. Number of positions notified may vary.
5. Application format can be filled and downloaded from IIM Kozhikode website www.iimk.ac.in.
6. No TA/DA will be paid for appearing the Walk-in-interview.
7. Candidates not fulfilling the laid down criteria are liable for rejection at the screening stage and will not be permitted to attend the interview.
8. Screening/short listing of candidates for interview may be conducted if deemed necessary.
9. Higher emoluments may be granted to deserving candidates.
10. Decision of the Director, IIMK regarding the selection will be final.

Kozhikode,
22/18.07.2016



(Handwritten signature)
22/7/2016
(Madusoodanan PG)
Senior Administrative Officer (HR)