



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIIKODE

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

Tel: 0495 2809160/ 414/125

Notification No. C-16/2016-IIMK.HR

**RECRUITMENT OF SENIOR ADMIN. ASSOCIATE**

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

|                                          |                                                                                                                                                          |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position</b>                          | <b>SENIOR ADMIN. ASSOCIATE</b>                                                                                                                           |
| <b>No. of position</b>                   | One (01)                                                                                                                                                 |
| <b>Consolidated Monthly Remuneration</b> | ₹ 25,300/- (including ₹300/- towards telephone allowance)                                                                                                |
| <b>Maximum Age Limit</b>                 | 35 years (as on the date of notification)                                                                                                                |
| <b>Qualification</b>                     | MBA/ Post Graduation in any discipline with good English communication, proficiency in MS-Office and Internet usage.                                     |
| <b>Experience</b>                        | Minimum five (05) years of post qualification experience in office administration in a reputed Educational Institute or any Govt./ Private Organization. |
| <b>Date of Interview</b>                 | (Friday) 11 <sup>th</sup> November, 2016<br>10:00 AM                                                                                                     |

**INSTRUCTIONS**

1. Qualified and interested persons may apply ONLINE. Applications can be accessed from IIMK Website link <https://iimk.ac.in/announcements/recruitment.php> upto 05:00 PM of 10-11-2016.
2. The candidates who have submitted their applications online should be present at IIM Kozhikode Campus latest by 09:30 AM on the date of interview (i.e.11-11-2016). No separate intimation/call letter will be issued to candidates in this regard.
3. Relaxation in age limit for SC/ST/OBC (non-creamy layer) candidates will be as per Govt. of India norms.
4. Candidates are required to bring a printed copy of the filled application and original certificates and marksheets (SSLC onwards) for verification. Candidates should submit photocopies of the certificates, marksheets as proof of their educational qualifications, work experience and community they belong.
5. No TA/DA will be paid for attending the walk-in-interview.
6. Decision of the Director, IIMK regarding the selection will be final.

Dated: 27-10-2016



  
Senior Administrative Officer- HR