



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570  
Tel: 0495 2809160/ 414

Notification No. C-24/2018-IIMK.HR

**RECRUITMENT OF JUNIOR ADMIN ASSOCIATE ON CONTRACT**

Indian Institute of Management Kozhikode invites applications for the position of Junior Admin Associate on Contract.

<b>Position</b>	<b>JUNIOR ADMIN ASSOCIATE</b>	
<b>No. of position</b>	01 (One)	
<b>Maximum Age Limit</b>	35 years (as on the date of notification)	
<b>Consolidated Monthly Remuneration</b>	₹ 12,000/- (plus ₹ 300/- towards telephone allowance)	
<b>Qualification &amp; Experience</b>	Graduation in any subject from a recognized University with minimum one year of post qualification experience in Office Administration. In addition, the candidates should have good English communication, proficiency in MS-Office and Internet usage.	
<b>Date of Interview</b>	<b>25.07.2018</b>	<b>Reporting Time: 09.30 AM</b>

**INSTRUCTIONS**

1. Qualified and interested persons may apply **ONLINE** up to **04:00 PM of 20.07.2018** at the website link <https://iimk.ac.in/announcements/jobopen.php>. **Candidates are required to bring a printed copy of the filled application at the time of interview.**
2. The candidates who have submitted their application online should be present at IIM Kozhikode Campus on the date of interview. 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)/Ex-Service men candidates will be as per Govt. of India norms.
4. Candidates are required to bring all certificates in original for verification purpose. They should submit photocopies of the certificates, mark sheets as proof of their educational qualifications, work experience and community they belong.
5. No TA/DA will be paid for attending the interview.
6. The ad-hoc Selection Committee may hold screening test in case of sufficiently large number of candidates. In such case, shortlisted candidates alone will be interviewed.
7. Decision of the Director, IIMK regarding the selection will be final.

Dated: 11.07.2018

  
Senior Administrative Officer- HR