



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570  
Tel: 0495 2809218/ 366

**Notification No. C-27/2021-IIMK.HR**

**Recruitment of Admin. Associate on Contract**

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

<b>Position</b>	<b>Admin. Associate</b>
<b>No. of position</b>	01(One)
<b>Maximum Age Limit</b>	30 years (as on the date of notification)
<b>Consolidated Monthly Remuneration</b>	₹ 20,000/- (plus ₹ 300/- towards telephone allowance)
<b>Qualification &amp; Experience</b>	1) Graduation in any discipline. 2) Min 1 years' experience in data analysis and spreadsheet data management. 3) Must possess excellent written and oral communication skills. 4) Must have excellent command over MS Excel or any other spreadsheet program and MS Word.
<b>Job profile</b>	Will be required to handle records and administration related to the admission of regular programmes of the Institute, interdepartmental communication, notes and emails, communication outside the institute at various levels, accounting responsibilities as and when necessary, required to assist the office-verification of applications, processing data in conformation to the admission policies of the regular programs of the institute, data analytics, reporting, assisting office in RTI.
<b>Date of Interview</b>	Will be notified later

**General information and conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 19-08-2021**.
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 an initial period of six months. Further extensions will be subject to job requirements and performance.
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; through video conference. 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.
10. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

**Last date for online application is 5:00 p.m. of 19-08-2021.**

Dated: 20-07-2021



*[Signature]*  
20/07/2021  
for Consultant (LS&A)