



भारतीय प्रबंध संस्थान कोषिकोड
Indian Institute of Management Kozhikode
IIM Kozhikode Campus (PO), Kozhikode - 673 570, Kerala, India
Phone: 0495-2809132 Fax: 0495-2803010-11

Advt No.R-04/2012

RECRUITMENT OF CONTRACT STAFF FOR IIMK SATELLITE CAMPUS, KOCHI

Indian Institute of Management Kozhikode invites online applications from 11.11.2012 to 24.11.2012 for the following positions to be filled on contract for its Satellite Campus, Kochi and will hold Walk-in-Interview between 26.11.2012 and 06.12.2012 at IIM Kozhikode Campus.

SI No.	Position, Number of Position and Code	Qualification & Experience	Monthly Remuneration
1	Manager-Satellite Campus (One) - MSC	MBA/PGDM with five years desirable post qualification experience of providing administrative support in a Business School. The selected candidate will be single point contact for running various programmes at Kochi Campus and he/she will be responsible for smooth conduct of the programmes and administration.	₹45000
2	Assistant Manager-Marketing (One) - AMM	MBA(Marketing)/PGDM with three years desirable post qualification experience of creating awareness about different offerings to various clienteles & addressing needs of participants and support office work & having good communication skills in English	₹40000
3.	Facility Manager-Guest House & Transport-(One)- FMG	Graduation in any subject with Five years desirable post qualification experience of looking after Guest House and handling Transport/accommodation/Stores etc in a large organization. OR Retired persons, who handled similar responsibilities in Armed Forces/Central Govt/State Government/ Autonomous Bodies with minimum qualification of Matriculation	₹20000
4	Accounts Executive - (One)- ACE	Post Graduation in Commerce with two years desirable post qualification experience in accounting OR Graduation in Commerce/ICWA (Inter)/CA(Inter) with three years	₹15000

		desirable post qualification experience in accounting . Selected candidate has to communicate effectively with Accounts Division located at the main Campus of IIM Kozhikode.	
5	Systems Executive - (One) SSE	MCA/B.E/B.Tech with two years desirable post qualification experience in computer applications OR BCA/Three year Diploma in Computer applications/Computer engineering/IT with three years desirable post qualification experience in computer applications. Selected candidate is expected to look after hardware, software and network issues in the Computer Centre of the Campus.	₹15000
6	Library & Information Centre Executive- (One) LIE	M.LiSc with two years desirable post qualification experience in Library & Documentation OR B.LiSc with three years desirable post qualification experience in Library & Documentation. Selected Candidate has to provide support to Faculty on various aspects of Course handling, besides functioning as Information Centre Executive. .	₹15000
7	Front Office Assistant- (One) FOA	Post Graduation with two years desirable post qualification experience as receptionist OR Graduation with two years desirable post qualification experience as receptionist Selected candidate should have excellent command over English and is expected to communicate with various stakeholders in person over phone & by e mail and support in office work.	₹12000
8	Teaching Assistant- (One) TGA	Graduation with one year desirable post qualification experience in teaching or assisting Faculties & should be competent for multitasking. Post Graduation is desirable	₹12000
9	Programme	Graduation with one year desirable post	₹12000

	Assistant-(One) PGA	qualification experience in office administration in educational Institutions. Post Graduation is desirable.	
10	Caretaker - (One) CTR	Pass in Matriculation /SSLC/10 th Std. with two years desirable post qualification experience in managing Guest House, other Support Services and in possession of Light Motor Vehicle license. Knowledge of Cooking is desirable.	₹8000
11	Support Subordinate Staff-(One) SSS	Pass in Matriculation /SSLC/10 th Std. with one year desirable post qualification experience in rendering assistance in a modern computerized office.	₹8000

Maximum Age Limit

- : 35 years (relaxation of 5 years for SC/ST, 03 years for OBC Non-creamy layer and 10 years for Differently Abled) for all positions.
- : 45 years for the position of Manager-Satellite Campus ((relaxation of 5 years for SC/ST, 3 years for OBC Non-creamy layer layer and 10 years for Differently Abled)

Instructions:

- Candidates are expected to have computer knowledge, good communication and multitasking skills for all Positions. Candidates, who have got on the job experience in Educational Institutions, are encouraged to apply.
- Application fee is Rs.100/- for each position and fee can be remitted either through online payment or drawn as demand draft from State Bank of India in favour of 'Indian Institute of Management Kozhikode' payable at IIM Kozhikode Campus. Demand Draft is to be drawn at the time of submission of online application. There is no application fee for SC/ST/Differently Abled. **Application fee once remitted will not be refunded.**
- Application is to be submitted **ONLINE** from **11.11.2012** to **24.11.2012 (upto 23.59 hours)**.
- For calculation of age, **24.11.2012** ie. the last date of submission of online application will be taken into account.
- Candidates should bring the following documents at the time of Walk-in-Interview at IIM Kozhikode **as per schedule to be updated in the**

website. Likely dates of Interview are between 26.11.2012 and 06.12.2012. Date of Interview may be fixed at short notice.

- a) Printed application form duly signed
 - b) SBI Demand Draft for Rs.100/- as application fee(Not required in case of those remitting online payment and for SC/ST /Differently Abled).
 - c) SSLC as proof of date of birth and qualification.
 - d) Educational qualification Certificates with final marks sheets.
 - e) Experience certificates (from latest employment to earlier ones mentioning period of employment and monthly salary)
 - f) Community Certificate for SC/ST/OBC (*Non-Creamy Layer*)
6. Separate application along with application fee is to be submitted for each position.
7. No separate call letter will be issued. Candidates are directed to report one hour before the scheduled time for Interview. They are requested to visit IIMK website regularly for the dates of Interview.
8. Experience should not include Apprenticeship and Training of any form and experience should be relevant to the post advertised & after obtaining basic qualification for the post. Experience is calculated in years/months/days separately of same/various organizations with different spells and added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
9. Screening Test will be held for all the positions, depending on the number of candidates present on the date of Walk-in-Interview.
10. Candidates, who secure minimum cut-off marks to be fixed by the selection committee in the screening test alone, will be considered for appearing the Interview.
11. Relaxation in age and qualification may be considered in case of exceptionally meritorious/experienced candidates.
12. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

CLICK HERE TO APPLY ONLINE

Kozhikode
09.11.2012

Lt Col M Julius George (Retd)
Chief Administrative Officer