



भारतीय प्रबंध संस्थान कोषिकोड

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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode-673 570

Phone: 0495-2809125

RECRUITMENT OF MULTI TASKING ATTENDANT

Notification No. C-10/2020-IIMK.HR

Applications are invited for the contractual position of Multi Tasking Attendant at Indian Institute of Management Kozhikode.

Qualification & Experience	B.Com having specialization in Taxation/Finance/Cooperation with +2/equivalent level in commerce stream. <i>In addition, the candidates should have good English communication, proficiency in MS-Office, Tally and Internet usage.</i>
Desirable	Post qualification experience of one (01) year in Finance/Accounting department of a firm.
Job Profile	<ul style="list-style-type: none">To perform activities such as receiving/delivering documents or items, including correspondence, memorandum, records, files and other similar material as per superior's instruction.Ensuring proper custody and access to records.Submitting financial documents to banks/institutions/offices.Dealing with phone and e-mail enquiries.
Place of posting	IIM Kozhikode, Kunnamangalam, Kozhikode-673570
Consolidated Monthly Remuneration	₹ 18,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	35 years as on date of notification.
Date & time for Interview	May be conducted through video conference. Date would be intimated later.



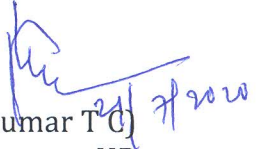
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General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 05:30 pm of 10 August 2020.
2. Age relaxation as per Government of India norms will be applicable.
3. Candidates are requested to upload their photograph, Certificates and Signature, as per the format prescribed in the online portal, failing which candidature will not be considered.
4. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding schedule of interview, change, if any, etc.
5. The engagement to the above position will purely be on contract basis for an initial period of one year.
6. Shortlisted candidates alone will be interviewed, which will be communicated by e-mail to the concerned.
7. Upon selection, the candidate will be allowed to join subject to physical/medical fitness certificate from a Govt doctor only.
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.



Dated: 21-07-2020


(Vijaykumar T C)
Chief Manager- HR