



भारतीय प्रबंध संस्थान कोषिकोड

Indian Institute of Management Kozhikode
IIM Kozhikode Campus (PO), Kozhikode - 673 570, Kerala
Phone: 0495-2809414, Website: www.iimk.ac.in

Notification No. C-14/ 2013/AA

RECRUITMENT OF PROGRAMME ASSISTANT

Indian Institute of Management, Kozhikode requires PROGRAMME ASSISTANT on contract basis.

Consolidated Remuneration	Rs.10,000 to Rs. 12,000 per month
Maximum Age Limit	35 years (relaxation of 05 years for SC/ST & 03 years for OBC Non-creamy layer)
Qualification	<ul style="list-style-type: none">• MBA / Post Graduate from recognized University• Good communication skills in English• Knowledge of computer/MS Office
Experience	One year post qualification experience in HR/ Marketing/ Front Office Management
Date & Time of Interview	<i>To be announced shortly</i>

INSTRUCTIONS:

1. Applications may be submitted **online** from 02-09-2013 and/or candidate may walk- in with detailed resume at **IIMK Campus, Kunnammangalam, Kozhikode 673 570** on the Interview date.
2. No separate call letter would be issued to individual applicants to appear for the interview.
3. The last date for online application is 16-09-2013. For calculation of age the last date of online application will be taken into consideration.
4. Candidates should bring the following documents at the time of interview:
 - a) Printed copy of online application form duly signed.
 - b) Educational qualification certificates and marksheets (SSLC onwards).
 - c) Community certificate for SC/ST/OBC (Non-creamy layer)
 - d) Experience certificate(s) from previous employer(s).
5. There may be screening test for the position advertised.
6. Candidates who secure minimum cut-off marks to be fixed by the selection committee in the screening test alone will be considered for appearing in the personal interview.
7. No correspondence/interim enquires/telephonic enquiry in the matter will be entertained.

Kozhikode
29.08.2013

Sd/-
Senior Administrative Officer