



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,  
Kerala State, India - PIN 673570, Tel: 0495 2809160/ 366

## **RECRUITMENT OF PROJECT ASSOCIATE ON CONTRACT**

### **Notification No. C-23/2024-IIMK.HR**

Applications are invited for the filling of contractual position of Project Associate at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	<ol style="list-style-type: none"><li>1. Post-Graduation with minimum three years of work experience in Academic Institutions and exposure to coordination, mentoring activities.</li><li>2. Having drawn consolidated monthly pay of Rs.35,000/- and above for at least 2 years.</li><li>3. Excellent communication skills to interact with the senior level programme executives.</li></ol> <p>Desirable: - M Phil or PhD.</p> <p><i>(In addition, the candidates should be proficient in</i></p> <ol style="list-style-type: none"><li>(i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools.</li><li>(ii) Good Communication proficiency in English (Both written and verbal) and Hindi.</li><li>(iii) Drafting skills.</li></ol>
Duties and responsibilities	<ol style="list-style-type: none"><li>1.Managing senior level eMDP programme (Academic &amp; Administrative co ordination).</li><li>2.To coordinate the flow of information, communication and disseminate it properly.</li><li>3.Coordinate the in-campus and off campus programme activities.</li><li>4. Assisting evaluation of the programme (after seeking inputs from the faculty members), and prepare the data in order.</li><li>5.Other activities like data management, report generation, filing of systematic records, attendance of the participants etc and also to act as a close link between the faculty coordinator, MDP participants and also with the MDP office.</li><li>6.Close interaction of other departments and various service providing vendors, for the smooth conduct of the programme.</li><li>7.Interation with the programme participants is of utmost importance and hence the job nature will also include to interact with them over the phone during late nights and assisting/guiding them properly in case of such eventualities (assignment/project submission etc.).</li><li>8.Any other duties assigned by the Institute from time to time.</li></ol>
Consolidated Monthly Remuneration	Rs. 40,000/-
Maximum Age Limit	35 years
Date & Time of Interview	<b>To be announced</b>

**General Information and Conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 21.05.2024**.
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 interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for a maximum period of 11 months.
5. Based on details submitted in the application, 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.

**Last date for online application is 5:00 p.m. of 21.05.2024.**

Dated: 02.05.2024



*Nitin*  
-02/05/2024  
AAO (HR-Staff Matters)