



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम कोषिकोड कैम्पस- पी ओ, कोषिकोड-673 570, केरल
INDIAN INSTITUTE OF MANAGEMENT KOZHICODE
IIM Kozhikode Campus P.O., Kozhikode-673 570, Kerala

Advertisement No. R-02/2024

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following regular posts.

1. CHIEF ADMINISTRATIVE OFFICER (Group-A) Post Code : CAO	
No. of vacancies	01 (One) (UR-01)
Pay Level	Level-13 A (Rs. 131100-216600) [Gross Pay:-Rs. 2.50 Lakh/month (appx.)]
Qualification & Experience: Post Graduate in Management / MBA / PGDM (Two year Course) with fifteen (15) years administrative experience out of which two (02) years should be in Pay Level-13 (Rs.123100-215900) or six (06) years should be in Pay Level-12 (Rs.78800-209200) for officials of Govt. /Autonomous Institutions.	
OR	
Equivalent service and pay.	
Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-	
➤ Two years in Pay Level-13 or Six years in Pay Level-12.	
Pay Level-13:	Minimum salary of Rs. 123100 for the year 2016 onwards and/or Rs. 46100 for earlier periods.
Pay Level-12:	Minimum salary of Rs. 78800 for the year 2016 onwards and/or Rs. 29500 for earlier periods.
Age limit: 50 years.	
Method of selection: Interview only (at IIMK Campus).	

2. SENIOR LIBRARY AND INFORMATION ASSISTANT (Group-B) Post Code : SLIA	
No. of vacancies	01 (One) (UR-01)
Pay Level	Level-07 (Rs. 44900-142400) [Gross Pay:- Rs. 77,000 /month (appx.)]
Qualification: Master's Degree in Library Science and Information Science/Documentation Science from a recognized University.	
Experience: Three (03) years of post-qualification relevant work experience in a library of reputed institutes like IIM, IIT, NIT, IISER, or CFTs in Pay Level-06 (Rs. 35400-112400) for Officials of Govt./Autonomous Institutions.	
OR	
Equivalent relevant service and pay.	
Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-	
➤ Three years in Pay Level-06	
Pay Level-6:	Minimum salary of Rs. 35400 for the year 2016 onwards & Rs. 13500 for earlier periods.



Age limit: 35 years.
Method of selection: Written test only.

3. LIBRARY AND INFORMATION ASSISTANT (Group-B) Post Code : LIA

No. of vacancies	01 (One) (UR-01)
Pay Level	Level-06 (Rs. 35400-112400) [Gross Pay:- Rs. 62,000 /month (appx.)]
Qualification: Bachelor's Degree in Library Science/Information Science/Documentation Science or an equivalent Professional Degree.	
Experience: Six (06) years relevant experience in Pay Level-05 (Rs. 29200-92300) or combined relevant experience of Eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) for officials of Govt. /Autonomous Institutions.	
OR	
Equivalent relevant service and pay.	
Experience in institutes of repute like IIMs, IIT, IISER etc. will be preferred.	
Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-	
➤ Six (06) years in Pay Level-05 or combined service of Eight (08) years in Pay Level-04 and 05.	
Pay Level-05	Minimum salary of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods.
Pay Level-04	Minimum salary of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods.
Age limit: 35 years.	
Method of selection: Written test only.	

4. JUNIOR ENGINEER (CIVIL) (Group-B) Post Code : JEC

No. of vacancies	01 (One) (UR-01)
Pay Level	Level-06 (Rs. 35400-112400) [Gross Pay:- Rs. 62,000 /month (appx.)]
Qualification & Experience:	
Three year Diploma Course in Civil Engineering with Eight (08) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined service of Eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs.29200-92300) for Officials of Govt./Autonomous Institutions.	
OR	
B.E./B.Tech in Civil Engineering with Three (03) years relevant post qualification experience in Pay Level-05 (Rs. 29200-92300) or combined relevant service of Eight (08) years in Pay Level-04 (Rs. 25500-81100) and Pay Level-05 (Rs. 29200-92300) for Officials of Govt./Autonomous Institutions.	
OR	



Equivalent relevant service and pay.	
Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-	
<ol style="list-style-type: none"> 1. For Diploma Holders in Civil Engineering:- Eight (08) years experience in Pay Level-05 or combined service of Eight (08) years in Pay Level-04 and 05. 2. For B.E/B.Tech Degree Holders in Civil Engineering:- Three (03) years experience in Pay Level-05 or combined service of Eight (08) years in Pay Level-04 and 05. 	
Pay Level-05	Minimum salary of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods.
Pay Level-04	Minimum salary of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods.
Age limit: 35 years.	
Method of selection: Written test only.	

5. ACCOUNTANT (Group-B) Post Code :ACC	
No. of vacancies	01 (One) (UR-01)
Pay Level	Level-06 (Rs. 35400-112400) [Gross Pay:- Rs. 62,000 /month (appx.)]
Qualification: B.Com/BBA/Inter-CA/Inter-ICWA	
Experience: Six (06) years relevant post qualification experience in Pay Level-05 (Rs.29200-92300) or combined relevant post qualification service of eight (08) years in Pay Level-04 (Rs.25500-81100) and Pay Level-05 (Rs. 29200-92300) for Officials of Govt./Autonomous Institutions.	
OR	
Equivalent relevant post qualification service and pay.	
Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-	
➤ Six (06) years experience in Pay Level-05 or combined service of Eight (08) years in Pay Level-04 and 05.	
Pay Level-05	Minimum salary of Rs. 29200/- for the year 2016 onwards & Rs. 11360/- for the earlier periods.
Pay Level-04	Minimum salary of Rs. 25500/- for the year 2016 onwards & Rs. 9910/- for the earlier periods.
Age Limit: 35 years.	
Method of selection: Written test only	

6. JUNIOR ASSISTANT (Group-C) Post Code :JA	
No. of vacancies	03 (Three) (UR-02, ST-01 [Backlog])
Pay Level	Level-04 (Rs. 25500-81100) [Gross Pay:- Rs. 45,000 /month (appx.)]
Qualification: Graduation in any discipline.	



Experience: Five (05) years' relevant office clerical experience in Pay Level-03 (Rs. 21700-69100) or eight (08) years' relevant office clerical experience in Pay Level-02 (Rs. 19900-63200) for officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay.

Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-

- Five (05) years experience in Pay Level-03 or Eight (08) years experience in Pay Level-02.

Pay Level-03	Minimum salary of Rs. 21700/- for the year 2016 onwards & Rs. 8460/- for the earlier periods.
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Pay Level-02	Minimum salary of Rs. 19900/- for the year 2016 onwards & Rs. 7730/- for the earlier periods.
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Age Limit: 35 years.

UR:-35 years.

ST:- 40 years

Method of selection: Written test only

7. JUNIOR EXECUTIVE (Group-C) Post Code : JEXE

No. of vacancies	01 (One) (UR-01)
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Pay Level	Level-03 (Rs. 21700-69100) [Gross Pay:- Rs. 39,000 /month (appx.)]
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Qualification: Graduation in any discipline.

Experience: Two (02) years relevant experience in Pay Level-02 (Rs. 19900-63200) or combined relevant experience of four (04) years in Pay Level-01 (Rs. 18000-56900) and Pay Level-02 (Rs. 19900-63200) for Officials of Govt. / Autonomous Institutions.

OR

Equivalent relevant service and pay.

Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-

- Two (02) years in Pay Level-02 or four (04) years in Pay Level-01 and 02.

Pay Level-02	Minimum salary of Rs. 19900/- for the year 2016 onwards & Rs. 7730/- for the earlier periods.
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Pay Level-01	Minimum salary of Rs. 18000/- for the year 2016 onwards & Rs. 7000/- for the earlier periods.
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Note:

- Relevant experience means "Experience in clerical/academic/administrative matters/customer care/public relations/ student relations/ hospitality/ event management", preferably in an academic Institution of National or State importance / PSUs or Autonomous Institutions / reputed private firms.

Age limit: 30 years.

Method of selection: Written test only



Instructions:

1. Application is to be submitted **online** from **09.10.2024** to **12.12.2024 (up to 23.59 hours)**.
2. **Printed copy of the application submitted online duly signed** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope "**Application for the post of _____ Post Code__**" addressed to :

HR In-charge**Indian Institute of Management Kozhikode****IIM Kozhikode Campus P.O****Kozhikode, Kerala - 673 570**

- a) SSLC as proof of date of birth.
- b) Proof of Educational qualification (Final year mark sheet to be produced at the time of written test/interview)
- c) Experience certificate (from latest employment to earlier ones clearly mentioning period of employment).
- d) ***Proof of the salary drawn during the total period of experience claimed i.e. initial salary proof, proof of change of salary/pay level, latest salary proof etc (as per the requirements specified for the concerned post).***
- e) Community certificate for SC/ST/OBC (Non-Creamy Layer)/EWS in the format prescribed by the Govt. of India (if applicable).
- f) Vigilance Clearance Certificate from the current employer (clearly mentioning whether any disciplinary case is ongoing/pending and also the past instances of advice/warning/censure/penalty etc for Misconduct/Misbehavior (if any)).
- g) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for PwD.

Last date for receipt of printed copy of application along with the relevant documents at IIMK - 17:30 hrs on 27.12.2024. IIMK will not be responsible for any delay by Post/Courier.

3. For calculation of age **12.12.2024** i.e. the last date of submission of online application will be taken into account.
4. Age Relaxation for Ex-servicemen/PwD: As per Govt. of India Rules.
5. Application fee of Rs. 118/- inclusive of GST is to be paid through online payment system. There is no application fee for SC/ST/Differently Abled/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
6. Separate application along with relevant supporting documents be sent and application fee is to be paid for each post.
7. The eligibility, age, qualification, etc. prescribed shall be as on the last date of receipt of online application.
8. There is no upper age limit for departmental candidates holding regular position in IIMK for direct recruitment posts.
9. Candidates working in Government/ Semi-Government/ Public Sector/ Autonomous Bodies **must forward their applications through proper channel**. Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel or submission of NOC at the time of written test/interview.
10. Experience should not include Apprenticeship and Training of any form. Experience is calculated in years/months/days of the same/different organizations worked, 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.

11. Incomplete/unsigned applications and applications without proper/sufficient supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
12. While calculating the experience pertaining to period served in non-Govt. offices/on Contract basis, equivalent pay (Total salary/Consolidated remuneration as supported by the salary proof) should be equivalent to the entry pay in the corresponding level of 7th CPC w.e.f 01.01.2016/entry pay of concerned CPC for the earlier periods.
13. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for necessary selection process based on higher parameters over and above the essential qualifications. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written test/interview. The Selection Committee reserves the right to fix the criteria for selection.
14. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.
15. Regular staff are provided with various other benefits like Accommodation (depending on availability), Medical facility, LTC, National Pension System etc.
16. **Selected Candidates will have to join in the entry pay of concerned Pay Level of the Post. Pay protection benefits will not be extended to any of the selected candidate in any case.**
17. **The candidates joining the Institute will not be permitted to apply for outside employment for the initial three years and are required to abide by the Institute policy applicable from time to time in this regard.**
18. Shortlisted candidates alone will be called for written test/interview for the posts applied. At the time of written test/interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed, will be rejected from the process of selection, even though they have been called for the written test/interview. No query in this regard would be entertained.
19. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of Written Test/Certificate Verification or otherwise their applications will be rejected and they will not be permitted to attend the written test/Interview.
20. Candidates are required to regularly visit our website (www.iimk.ac.in) and login using their respective credentials for checking/getting updates and no correspondence/interim enquiries/telephonic enquiry regarding test/ interview/ selection will be entertained. No separate correspondence will be sent to rejected candidates.
21. In the event of any of the particulars declared by the candidate or documents submitted were found to be false, even at a later date, the candidature will be cancelled and will be treated as null & void. The service will be terminated as required.
22. Application of candidates will be rejected if they do not fulfill Minimum Pay Criteria or relevant Experience criteria in respective areas as appended below each post and/or if copies of supporting Documents/Pay Slips/Pay details certified by the respective firm, are not attached with the application form.
23. Canvassing in any form will be a disqualification.
24. The Institute reserves the right to fill or not to fill any of the posts advertised or cancel the entire recruitment procedure at any stage without assigning any reason.
25. In all matters relating to conduct, selection and appointment, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.



26. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in and hr@iimk.ac.in.

Date: 09.10.2024

IIM Kozhikode Campus



Julius George
Lt. Col. M Julius George (Retd.)
Head-Administration & HR

IMPORTANT	
Date of opening of online application	09.10.2024 (WEDNESDAY)
Last date of submission of online application	12.12.2024 (THURSDAY)
Last date for receipt of printed copy of application at IIMK	27.12.2024 (FRIDAY)
Address to which the application should be sent	HR In charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O Kozhikode, Kerala - 673 570