



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

Advertisement No. R-01/2020

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

1. CHIEF PURCHASE OFFICER (Group-A) Post Code: CPO (DIRECT RECRUITMENT OR DEPUTATION /ON CONTRACT)		
No. of vacancies		01 (One) (UR-01)
Pay Level in case of	Direct Recruitment	Level-13; ₹. 1,23,100-2,15,900/-
	Deputation	In case of appointment on deputation basis, pay fixation will be governed by the instructions issued by the Department of Personal and Training vide OM No: 6/8/2009-Estt. (Pay II) dated 17 th June, 2010 as amended from time to time.
	Contract	Consolidated remuneration of ₹.1,72,647/- (subject to vary)
Qualification: Post Graduate in any discipline Desirable: Post Graduate Diploma Course in Materials Management or Degree in law.		
Experience: Fifteen (15) years experience in handling contract and purchase matters out of which five (05) years should be in Pay Level-12 (₹.78800-209200) or ten (10) years in Pay Level-11 (₹. 67700-208700) for Officials of Govt. /Autonomous Institutions. OR Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below- ➤ Five (05) years in Pay Level-12 or ten (10) years in Pay Level-11 Pay Level-11: Minimum basic pay of ₹. 67,700/- for the year 2016 onwards & ₹. 25,350/- for earlier periods. Pay Level-12: Minimum basic pay of ₹. 78,800/- for the year 2016 onwards & ₹. 29,500/- for earlier periods.		
Note: ➤ Relevant experience means "Must have handled <u>Head level position</u> in purchase and stores matters, vendor management, asset maintenance, maintenance of contracts, budgeting besides Contract drafting/ Tender procedures, using IT Systems and in compliance with Government guidelines; preferably in Government/PSUs or Autonomous Institution/reputed private firms". ➤ Desirable: Exposure to MM module of an ERP System and Forex based purchases.		
Age Limit: 50 years. (56 Years for Deputation and 62 years for Contract basis) Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules		
Method of selection: Interview only		
Tenure of appointment (in case of deputation/contract): 3 years		



2. SENIOR MANAGER (ENGINEERING OPERATIONS)(Group-A) Post Code: SMEO	
No. of vacancies	01 (One) (UR-01)
Pay Level	Level-12; ₹. 78,800-2,09,200/-
Qualification: ME/ M.Tech in Civil Engineering	
<p>Experience: Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-11 (₹.67700-208700) or combined relevant service of six (06) years in Pay Level-10 (₹.56100-177500) and Pay Level-11 (₹.67700-208700) for Officials of Govt. /Autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-</p> <ul style="list-style-type: none"> ➤ Five (05) years in Pay Level-11 or combined service of six (06) years in Pay Level-10 & Pay Level-11 <p>Pay Level-11: Minimum basic pay of ₹. 67,700/- for the year 2016 onwards & ₹.25,350/- for earlier periods.</p> <p>Pay Level-10: Minimum basic pay of ₹. 56,100/- for the year 2016 onwards & ₹.21,000/- for earlier periods.</p>	
<p>Note:</p> <ul style="list-style-type: none"> ➤ Relevant experience means "Supervisory/Managerial experience in operational and maintenance aspects of civil engineering jobs and preferably with some exposure to electrical engineering jobs", preferably in an academic institution of National or State importance/ PSUs or Autonomous Institutions/reputed private firms. 	
<p>Age Limit: 50 years.</p> <p>Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules.</p>	
Method of selection: Interview only	
NB: Application of those who have already applied for the above post as per Advt. No. R-02/2019 will be considered as per their eligibility. They need not apply again.	

3. DEPUTY LIBRARIAN (Group-A) Post Code: DL	
No. of vacancies	01 (One) (UR-01)
Pay Level	Level-11; ₹. 67,700-2,08,700/-
Qualification: Master's Degree in Library Science/ Information Science/ Documentation Science with proficiency in computerized library service.	
<p>Experience: Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-10 (₹.56100-177500) for Officials of Govt. /Autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-</p> <ul style="list-style-type: none"> ➤ Five (05) years in Pay Level-10 <p>Pay Level-10: Minimum basic pay of ₹. 56,100/- for the year 2016 onwards & ₹. 21,000/- for earlier periods.</p>	

Note:

- Relevant experience means experience with evidence in implementation of ICT based Library Systems, innovative policies and procedures, Library budget administration, Library Security, international cataloguing standards, web technologies, library software, preferably in a Library of an academic Institution of National or State importance or Autonomous Institutions/reputed private firms. Experience in related media, technology and information services aligned to knowledge management is also desirable.

Age Limit: 50 years

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Interview only

4. SYSTEMS MANAGER (Group-A) Post Code: SM

No. of vacancies 01 (One) (UR-01)

Pay Level Level-11; ₹. 67,700-2,08,700/-

Qualification: M.E/M.Tech (Computer Science & Engineering)/IT or MCA

Experience: Fifteen (15) years relevant experience with a minimum service of five (05) years in Pay Level-10 (₹.56100-177500) for Officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-

- Five (05) years in Pay Level-10

Pay Level-10: Minimum basic pay of ₹. 56,100/- for the year 2016 onwards & ₹. 21,000/- for earlier periods.

Note:

- **Relevant experience** means "Managerial experience in IT services/Computer Services", covering networking, hardware maintenance, web/portal, intranet services besides application development aspects for workflows / ERP systems, preferably in an academic Institution of National or State importance / PSUs or Autonomous Institutions/reputed private firms.

Age Limit: 50 years

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Interview only

5. FINANCE & ACCOUNTS OFFICER (Group-A) Post Code: FAO

No. of vacancies 01 (One) (UR-01)

Pay Level Level-11; ₹. 67,700-2,08,700/-

Qualification & Experience: CA/ICWA with eight (08) years relevant experience having a minimum five (05) years service in Pay Level-10 (₹. 56100-177500) for Officials of Govt. /Autonomous Institutions.

or

MBA Finance/PGDM Finance (minimum two year course) with ten (10) years relevant experience having a minimum service of five (05) years in Pay Level-10 (₹. 56100-177500) for Officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-

- Five (05) years in Pay Level-10

Pay Level-10: Minimum basic pay of ₹. 56,100/- for the year 2016 onwards & ₹. 21,000/- for earlier periods.

Note:

- **Relevant experience** means "Supervisory experience in all aspects of financial accounting, including balance sheets, auditing, investment risk assessment, tax compliance, reports and returns preferably in an academic Institution of National or State importance / PSUs or Autonomous Institutions/reputed private firms.
- **Desirable:** Exposure to ERP based accounting practices, report generation and auditing.

Age Limit: 50 years

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Interview only

6. ASSISTANT ADMINISTRATIVE OFFICER (Group-B) Post Code : AAO

No. of vacancies

06 (Six) (UR-03, SC-01, OBC-01, EWS-01)

Pay Level

Level-07(₹.44900-142400)

Qualification: Graduation in any discipline.

Experience: Total Ten (10) years' relevant administrative experience having a minimum service of five (05) years in Pay Level-06 (₹.35400-112400) for Officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-

- Five (05) years in Pay Level-06

Pay Level-06: Minimum basic pay of ₹. 35,400/- for the year 2016 onwards & ₹. 13,500/- for earlier periods.

Note:

- **Relevant experience** means "Experience in administrative matters", preferably in Central Govt. Service or State Govt. Service / in an academic Institution of National or State importance / PSUs or Autonomous Institutions/reputed private firms.
- **Desirable:** Experience in management of customer relations and social media.

Age limit: 40 years (as on the last date of submission of online application)

UR /EWS : 40 years

SC : 45 years

OBC : 43 years

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Written test and interview

(Weightage for written test and interview will be 80% and 20% respectively).

7. ASSISTANT-CUM-HINDI TRANSLATOR (Group-B) Post Code : AHT					
No. of vacancies	01 (One) (UR-01)				
Pay Level	Level-06 (₹. 35400-112400)				
<p>Qualification: Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma course or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa.</p> <p>Experience: Six (06) years relevant experience in Pay Level-5 (Rs.29200-92300) or combined relevant service of eight (08) years in Pay Level-4 (Rs.25500-81100) and Pay Level-5 (Rs.29200-92300) for Officials of Govt. /Autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-</p> <p>➤ Six (06) years in Pay Level-05 or eight (08) years in Pay Level-4 & 5</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Pay Level-5</td> <td>Minimum basic pay of ₹. 29,200/- for the year 2016 onwards & ₹. 11,360/- for earlier periods.</td> </tr> <tr> <td>Pay Level-4</td> <td>Minimum basic pay of ₹. 25,500/- for the year 2016 onwards & ₹. 9,910/- for earlier periods.</td> </tr> </table> <p>Note:</p> <p>➤ Relevant experience means "experience in translation from Hindi to English and vice versa, in an academic Institution of National or State importance / PSUs or Autonomous Institutions in compliance to Official Language Implementation Act and Government of India guidelines.</p> <p>Age Limit: 35 years Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules</p> <p>Method of selection: Written test and interview (Weightage for written test and interview will be 80% and 20% respectively).</p>		Pay Level-5	Minimum basic pay of ₹. 29,200/- for the year 2016 onwards & ₹. 11,360/- for earlier periods.	Pay Level-4	Minimum basic pay of ₹. 25,500/- for the year 2016 onwards & ₹. 9,910/- for earlier periods.
Pay Level-5	Minimum basic pay of ₹. 29,200/- for the year 2016 onwards & ₹. 11,360/- for earlier periods.				
Pay Level-4	Minimum basic pay of ₹. 25,500/- for the year 2016 onwards & ₹. 9,910/- for earlier periods.				

8. ASSISTANT (Group-B) Post Code : ASST	
No. of vacancies	01 (One) (OBC-01)
Pay Level	Level-06 (₹. 35400-112400)
Qualification: Graduation in any discipline	

Experience: Six (06) years relevant office clerical experience in Pay Level-5 (₹.29200-92300) or combined service of eight (08) years relevant office clerical experience in Pay Level-4 (₹.25500-81100) and Pay Level-5 (₹.29200-92300) for Officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-

➤ Six (06) years in Pay Level-05 or eight (08) years in Pay Level-4 & 5

Pay Level-5	Minimum basic pay of ₹. 29,200/- for the year 2016 onwards & ₹. 11,360/- for earlier periods.
Pay Level-4	Minimum basic pay of ₹. 25,500/- for the year 2016 onwards & ₹. 9,910/- for earlier periods.

Note:

Relevant experience means "Experience in office clerical/administrative matters", preferably in Central Govt. Service or State Govt. Service / in an academic Institution of National or State importance / PSUs or Autonomous Institutions/reputed private firms.

Age limit: 35 years

OBC: 38 Years

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Written test and interview

(Weightage for written test and interview will be 80% and 20% respectively).

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

No. of vacancies	02 (Two) (UR-02)
Pay Level	Level-03 (₹. 21700-69100)

Qualification: Graduation in any discipline

Experience: Two (02) years relevant experience in Pay Level-2 (₹.19900-63200) or combined relevant experience of four (04) years in Pay Level-1 (₹. 18000-56900) and Pay Level-2 (₹.19900-63200) for Officials of Govt. /Autonomous Institutions.

OR

Equivalent relevant service and pay for Non-Govt. officials. Details of equivalent pay for Non-Govt. Officials are given below-

➤ Two (02) years in Pay Level-2 or four (04) years in Pay Level-1 & 2

Pay Level-2: Minimum basic pay of ₹. 19,900/- for the year 2016 onwards & ₹. 7,730/- for earlier periods.

Pay Level-1: Minimum basic pay of ₹. 18,000/- for the year 2016 onwards & ₹. 7,000/- for earlier periods.

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.

Age Relaxation for Ex-Servicemen/PwD: As per Govt. of India Rules

Method of selection: Written test and interview

(Weightage for written test and interview will be 80% and 20% respectively).

Handwritten signature

Instructions:

1. Application is to be submitted **online** from **11.02.2020** to **10.03.2020 (up to 23.59 hours)**.
2. For calculation of age, **10.03.2020** ie. the last date of submission of online application will be taken into account.
3. Application fee of ₹.119/-, inclusive of 18% GST & 1% Kerala Flood Cess is to be paid through online payment system. There is no application fee for SC/ST/PwD/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
4. Separate application along with application fee is to be sent for each post.
5. The eligibility, age, qualification, etc. prescribed shall be calculated as on the last date of submission of online application.
6. There is no upper age limit for departmental candidates holding regular positions in IIMK for direct recruitment posts.
7. Candidates working in Government/ PSUs / Autonomous Institutions **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.**
8. Apprenticeship or Training in any form will not be counted as part of experience. 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.
9. While considering previous experience of Non-Govt. officials specified for the position, equivalent pay (basic pay without any allowances) should be calculated as equivalent to the entry pay in the corresponding level of 7thCPC (6th CPC for the period before 01.01.2016).
10. **Submission of online application:** Candidates are required to fill up the requisite data in the online application form, It is mandatory to submit printout of the application form along with proper supporting documents, otherwise the application will not be considered.
11. **Submission of hard copy of application: Printed copy of the application 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 :
Senior Administrative Officer (HR)
Indian Institute of Management Kozhikode
IIM Kozhikode Campus P.O, Kozhikode, Kerala – 673 570
 - a) Matriculation Certificate/10th Board Certificate, as proof of date of birth.
 - b) Educational qualification certificates with final marks sheet as specified for the post.
 - c) Experience certificate(from latest employment to earlier ones mentioning period of employment)
 - d) Salary certificate (as per the requirements specified for equivalent pay). Proper documentary evidence is required for proving the salary for the entire requisite period.
 - e) Community certificate for SC/OBC (Non-Creamy Layer)/EWS in the format prescribed by the Govt. of India.
 - f) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for PwD.

Incomplete applications and/or hard copy of application without proper supporting documents will be summarily rejected.

12. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.
13. The Institute reserves the right to restrict the number of candidates at all stages of the selection process to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements and/or performance in written test.
14. The Selection Committee reserves the right to fix the criteria for selection including minimum cut-off marks in the written test and interview.
15. 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 summarily rejected from the process of selection, even though they have been called for the written test/interview.
16. Candidates are required to regularly visit our website (www.iimk.ac.in) for getting updates and no correspondence/interim queries/telephonic enquiry regarding test/interview/ selection will be entertained.
17. Scheme and Syllabus of Written test (if applicable) will be uploaded periodically in our website.
18. In the event of any of the particulars declared by the candidate or documents submitted were found to be false, at any stage of selection, the candidature will be cancelled without any notice.
19. Application of candidates having experience from non-governmental offices or private firms will be summarily rejected, if they do not fulfill minimum equivalent pay criteria or relevant experience criteria as mentioned in the advertisement.
20. Any application without copies of supporting documents/pay slips/pay details/experience certificate (with details of pay) certified by the respective firm, **for each tenure of experience** will be summarily rejected for insufficient documentation.
21. Appointment of the selected candidates will be subject to clearance of antecedents and other reference verification checks.
22. Canvassing in any form will be a disqualification.
23. The Institute reserves the right to fill or not to fill any advertised position without assigning any reason.
24. In all matters relating to the conduct, selection and appointment of the above advertised posts, the decision of Director, Indian Institute of Management Kozhikode shall be final and no further query on the subject would be entertained.

IIM Kozhikode Campus
05.02.2020



Julius George
Lt. Col. M Julius George (Retd.)
Chief Administrative Officer