



भारतीय प्रबंध संस्थान कोषिकोड
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INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O.

Advertisement No. R-03/2012

The Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following posts. **Applications can be submitted from 05.10.2012 to 31.10.2012.**

1. Post Code : MEPGP - MANAGER- EPGP (UR-01)

Pay Band (PB-3): ₹ 15600-39100 + Grade Pay : ₹ 5400/-

(Minimum pay in the pay band ₹15600/- + GP ₹5400/-. Total basic pay: ₹21000/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 1600/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: ₹43,072/- (Including HRA)

Age limit (*Including relaxation as on last date of Application*)

- | | |
|----------------------------|--|
| (a) UR | - 45 Years |
| (b) Differently abled (UR) | - 50 Years |
| (c) Ex-servicemen (UR) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

Qualification & Experience - Graduation in any discipline with Twelve (12) years relevant post qualification experience with a minimum service of Three (03) years in Pay Band PB-2, 9300-34800, GP 4600 or equivalent relevant service and pay.

2. Post Code : AO - ACCOUNTS OFFICER - 02 (UR-01 & OBC-01)

Pay Band (PB-2): ₹ 9300-34800 + Grade Pay : ₹ 4600/-

(Minimum pay in the pay band ₹12,540/- + GP ₹4600/-. Total basic pay: ₹17140/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: ₹34,285/- (Including HRA)

Qualification & Experience – B.Com (I Class) or BBA (I Class) or inter CA/ICWA with Ten (10) years relevant post qualification experience having a minimum Five (05) years service in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay.

OR

M.Com (I Class) / MBA Finance (I Class) or PGDM Finance (I Class) with Eight (08) years relevant post qualification experience having a minimum service of Five (05) years in Pay Band PB-2, 9300-34800, GP 4200 or equivalent relevant service and pay.

Age limit (Including relaxation as on last date of Application)

- | | |
|-----------------------------|--|
| (a) UR | - 40 Years |
| (b) Differently abled (UR) | - 45 Years |
| (c) Ex-servicemen (UR) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |
| (d) OBC (Non creamy Layer) | - 43 Years |
| (e) Differently Abled (OBC) | - 48 Years |
| (f) Ex-servicemen (OBC) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years |

3. Post Code : JEC - JUNIOR ENGINEER (CIVIL) - (SC-01)

Pay Band (PB-2): Rs. 9300-34800 + Grade Pay : Rs. 4200/-

(Minimum pay in the pay band ₹9300/- + GP ₹4200/-. Total basic pay: ₹13500/)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to

availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: Rs.27,296/- (Including HRA)

Qualification & Experience - Three year Diploma Course in Civil Engineering (I Class) with Six (06) years relevant post qualification experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or Diploma Holders with Ten (10) years relevant experience in PB-1, 5200-20200 GP 2400 or equivalent relevant service and pay.

OR

B.E. / B.Tech (I Class) in Civil Engineering with Three (03) years relevant experience in Pay Band PB-1, 5200-20200, GP 2800 or equivalent relevant service and pay or B.E. / B.Tech (I Class) in Civil Engineering with Six (06) years relevant post qualification experience in Pay Band PB-1, 5200-20200, GP 2400 or equivalent relevant service and pay

Age limit (Including relaxation as on last date of Application)

- | | |
|----------------------------|--|
| (a) SC | - 40 Years |
| (b) Differently abled (SC) | - 50 Years. |
| (c) Ex-servicemen (SC) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

4. Post Code : ACHT - ASSISTANT-CUM - HINDI TRANSLATOR (UR-01)

Pay Band (PB-2): Rs.9300-34800 + Grade Pay : Rs.4200/-

(Minimum pay in the pay band Rs.9300/- + GP Rs.4200/-. Total basic pay: ₹13500/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: Rs 27,296/- (Including HRA)

Qualification & Experience

Master's Degree of a recognized University in Hindi with English as Main Subject at Graduation

OR

Master's Degree of a recognized University in English with Hindi as Main Subject at Graduation

OR

Master's Degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at Degree level.

OR

Bachelor's Degree with Hindi and English as main subjects or either the two as medium of examination and the other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings.

Age limit (Including relaxation as on last date of Application) :

- | | |
|----------------------------|--|
| (a) UR | - 28 Years |
| (b) Differently abled (UR) | - 38 Years. |
| (c) Ex-servicemen (UR) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

**5. Post Code: ASST - ASSISTANT - (OBC- PH-01)
(Differently Abled with Hearing Impairment)**

Pay Band (PB-2): Rs.9300-34800 + Grade Pay : Rs 4200/-

(Minimum pay in the pay band Rs 9300/- + GP Rs 4200/-. Total basic pay: Rs13500/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: Rs 27,296/- (Including HRA)

Qualification & Experience – Graduation and knowledge of Computer applications in office with Three (03) years relevant post qualification experience in PB-1, 5200-20200; GP 2800 or equivalent service and pay or Five (05) years relevant post qualification experience in PB-1, 5200-20200; GP 2400 or equivalent service and pay.

Age limit (Including relaxation as on last date of Application) :

- | | |
|-----------------------------|------------|
| (a) Differently Abled (OBC) | - 48 Years |
|-----------------------------|------------|

6. Post Code : ACCT - ACCOUNTANT - (UR-02)
Pay Band (PB-2): Rs. 9300-34800 + Grade Pay: Rs. 4200/-

(Minimum pay in the pay band ₹9300/- + GP ₹4200/-. Total basic pay: ₹13500/)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters), Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc.

Grand Total: Rs 27,296/- (Including HRA)

Age limit (*Including relaxation as on last date of Application*)

- | | |
|----------------------------|--|
| (a) UR | - 35 Years |
| (b) Differently abled (UR) | - 40 Years |
| (c) Ex-servicemen (UR) | - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years. |

Qualification & Experience – B.Com/BBA/Inter CA / ICWA with 55% marks and Six (06) years relevant post qualification experience in PB-1, 5200-20200; GP 2800 or equivalent service and pay

OR

B.Com/BBA/Inter CA / ICWA with 55% marks and Ten (10) years relevant post qualification experience in PB-1, 5200-20200; GP 2400 or equivalent service and pay.

7. Post Code : JMH- JUNIOR MANAGER(Hospitality) (UR-01)

Pay Band (PB-1): Rs 5200-20200 + Grade Pay: Rs 2400/-

(Minimum pay in the pay band Rs 7510/- + GP Rs 2400/-. Total basic pay: Rs 9910/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: Rs 20,403/- (Including HRA)

Qualification & Experience – Graduation in Hotel Management/ Graduation in any discipline with working knowledge in computer, orientation to Customer

Service, Front Desk/ F&B operations with Hospitality Providers; with Five (05) years relevant Post Qualification experience in PB-1, 5200-20200; GP 2000 or Eight (08) years relevant Post Qualification experience in PB-1, 5200-20200; GP 1900 or equivalent relevant experience and Pay.

Note: Exceptionally talented freshers/passed out from Reputed Hotel Management Institutes with Degree in Hotel Management may be considered for the post to be decided by the selection committee.

Age limit (Including relaxation as on last date of Application) :

- (a) UR - 35 Years
- (b) Differently abled (UR) - 45 Years
- (c) Ex-servicemen (UR) - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years.

8. Post Code: JMEPGP - JUNIOR MANAGER- EPGP (UR-01)

Pay Band (PB-1): Rs 5200-20200 + Grade Pay: Rs 2400/-

(Minimum pay in the pay band Rs 7510/- + GP Rs 2400/-. Total basic pay: Rs 9910/-)

Dearness Allowance (DA) – As applicable to Central Government employees. Current DA is 72% of basic pay. HRA – 20% or accommodation (subject to availability of quarters; Transport Allowance – 800/- + DA as applicable, LTC, Medical facilities, Contributory Provident Fund etc

Grand Total: Rs 20,403/- (Including HRA)

Qualification & Experience – Graduation in any discipline and working knowledge of computer with Five (05) years relevant Post Qualification experience in PB-1, 5200-20200; GP 2000 or Eight (08) years relevant Post Qualification experience in PB-1, 5200-20200; GP 1900 or equivalent relevant experience and pay.

Age limit (Including relaxation as on last date of Application) :

- (d) UR - 35 Years
- (e) Differently abled (UR) - 45 Years
- (f) Ex-servicemen (UR) - Deduct total Service rendered in Army, Navy or Air Force from Actual age. Resultant age should not exceed the maximum age limit prescribed by more than three years.

Instructions:

1. Application fee is Rs.100/- for each post and fee can be remitted either through online payment or drawn as demand draft from State Bank of India in favour of 'Indian Institute of Management Kozhikode' payable at IIM Kozhikode Campus. Demand Draft is to be drawn at the time of submission of online application. There is no application fee for SC/ST/Differently Abled and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
2. Application is to be submitted **ONLINE** from **05.10.2012** to **31.10.2012 (upto 23.59 hours)**.
3. For calculation of age, **31.10.2012** ie. the last date of submission of online application will be taken into account.
4. Printed copy of the application along with self-attested copies of following 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 :

**The Chief Administrative Officer
Indian Institute of Management Kozhikode
IIM Kozhikode Campus P.O
Kunnamangalam
Kozhikode, Kerala – 673 570**

**Last date for receipt of printed copy of application at IIMK -
17:30 hrs on 09 November, 2012**

- a) SBI Demand Draft for Rs.100/- as application fee(Not required in case of those remitting online payment and for SC/ST/Differently Abled and Departmental Candidates of IIMK).
- b) SSLC as proof of date of birth and qualification.
- c) Educational qualification Certificates with final marks sheet.
- d) Experience certificates (from latest employment to earlier ones mentioning period of employment and monthly salary)
- e) Community Certificate for SC/ST/OBC (*Non-Creamy Layer*) or/and Discharge Certificate for *Ex-serviceman*/Medical Certificate from Medical Board for Physical Disability. In case of reserved post for differently abled with Hearing Impairment, Medical Board should certify loss of 60 decibels or more in the better ear in the conversational range of frequencies.

5. 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.
6. Separate application along with application fee is to be sent for each post.
7. Candidates, who applied during last one year, need not apply.
8. Experience should not include Apprenticeship and Training of any form and experience should be relevant to the post advertised & after obtaining basic qualification for the post. Experience is calculated in years/months/days separately of same/various organizations with different spells and 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. Incomplete applications and applications without supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
10. Mere fulfilling of the minimum qualifications and experience prescribed will not make a candidate eligible to be called for Test/interview. Short listed candidates alone will be called for Test/interview.
11. Candidates, who secure minimum cut-off marks to be fixed by the selection committee alone, will be considered suitable for the posts.
12. Graduation received from Armed forces will not be taken into consideration for posts advertised with Grade Pay Rs.4200 and above.
13. There is no upper age limit for departmental candidates holding regular position in IIMK.
14. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

05.10.2012
IIM Kozhikode Campus.

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