



Indian Institute of Management Kashipur

Recruitment Notice for the post of Administrative Trainee/ Associate

Advt. No. AA-08/2022

IIM Kashipur intends to engage **Administrative Trainee/ Associate** for Administration and other allied services on the following terms and conditions:

Job Responsibilities: The responsibility of Administrative Trainee/ Associates will be to assist different programme offices/functional offices in academic administration. They can also be given other responsibilities by the Institute from time to time.

Required Qualifications and Stipend:

Administrative Trainee:

Qualification:

A graduate with relevant experience either in academics or industry in a reputed organisation.

Stipend:

Remuneration will be commensurate with qualification and experience.

Administrative Associate:

Qualification:

Postgraduate with three year relevant administrative experience in an academic Institution of repute.

Stipend:

Remuneration will be commensurate with qualification and experience.

Age: The age of the candidate should be preferably below 45 years.

Duration: Appointments will be made purely on contract basis for a period of one year initially from the date of joining and renewable annually, subject to satisfactory performance and requirement of the Institute, generally limited to three years.

Selection Process: A walk-in-interview is scheduled on **20th July 2022 at 11:00 AM** onwards. The candidates willing to appear in the interview are requested to go through the advertisement thoroughly and ensure that they fulfil the eligibility criteria. The candidates are requested to bring their latest Resume with all educational and experience certificates (in original & one set of photocopies) on the aforesaid date & time along with original photo identity issued (preferably AADHAAR) by the Government of India.

Venue: Academic Vihara, Indian Institute of Management Kashipur, Kundeshwari, Kashipur, Uttarakhand 244713.

Contact Person: Mr. Rohtash Kumar Sharma | 7088373111 (10:00 AM to 04:00 PM).
