



Indian Institute of Management Kashipur
Recruitment Notice for the post of
Administrative Trainee / Administrative Associate

Advt. No. AA-06/2021

14 August 2021

IIM Kashipur intends to engage and create a panel for **Administrative Trainee / Administrative Associate (AAs)** for providing assistance in Academic Administration and different functional offices on the following terms and conditions:

Job Responsibilities: The responsibility of Administrative Trainees & Administrative 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 Trainees:

Qualification:

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

Stipend:

Compensation will be commensurate with qualification and experience.

Administrative Associates:

Qualification:

A Post Graduate with three-year relevant administrative experience in an academic Institution of repute.

Stipend:

Compensation 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.

Walk in Interview: 26th August 2021 (Reporting time 10.00 AM)

Venue for assembling: Classroom F1, Academic Vihara, IIM Kashipur

Job Location – Kashipur & Dehradun

Candidate must carry his / her complete CV along with all original academic testimonials and one set of self-attested photocopy of all relevant documents during the time of interview. No TA/DA will be paid to the candidate. For any further query, contact: Personnel Department of IIM Kashipur (personneldept@iimkashipur.ac.in).
