



Indian Institute of Management Kashipur
Walk-in-Interview for the post of
Administrative Trainee / Administrative Associate

Advt. No. AA-07/2023

IIM Kashipur intends to engage and create a panel for **Administrative Trainee / Administrative Associate (AAs) in General and Finance Stream** for providing assistance in Academic Administration, Finance Department 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/ Finance Department/ different 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.

Desirable:

General Stream: Knowledge of computer/ typing/ word, excel, power point/ good command over Hindi and English will be preferred.

Finance Stream: The candidates with CA Inter and knowledge of Tally will be preferred.

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 generally limited to three years, subject to satisfactory performance and requirement of the Institute.

Selection Process: A walk-in-interview is scheduled on 07.12.2023 at 02:00 PM 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 one set of self-attested photocopy of all educational and experience certificates** at the time of interview along with original photo identity (preferably AADHAAR) issued by the Government of India.

Venue: Academic Vihara, IIM Kashipur, Uttarakhand.

Job Location: Kashipur & Dehradun.

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