



## Indian Institute of Management Kashipur

### Walk-in-Interview for the post of Administrative Trainee/Administrative Associate

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**Advt. No. AA-06/2024**

**June 2024**

IIM Kashipur intends to engage **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 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 (s):**

**Qualification:**

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

**Stipend:**

An Administrative Trainee will be paid a stipend of Rs. 20,000/- to Rs. 25,000/- per month with an annual increment of Rs. 2000/- in case of re-engagement.

##### **Administrative Associate (s):**

**Qualification:**

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

**Stipend:**

An Administrative Associate will be paid a stipend of Rs. 35,000/- to Rs. 40,000/- per month with an annual increment of Rs. 3000/- in case of re-engagement.

**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 **8<sup>th</sup> July 2024 at 2:00 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 photocopies of all educational and experience certificates** at the time of interview along with original photo identity issued (preferably AADHAAR) by the Government of India.

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

**Job Location:** Kashipur & Dehradun.

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

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