



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE**

**Notification No. PA/C-05/2014**

**RECRUITMENT OF PROJECT ASSISTANTS**

Indian Institute of Management Kozhikode requires PROJECT ASSISTANTS on contract basis.

<b>Date &amp; Time of Interview</b>	18.02.2014 at 10.00 AM
<b>Number of positions</b>	05 (five)
<b>Consolidated Remuneration</b>	Rs.15, 000/- per month
<b>Job Location</b>	Kozhikode/ Kochi/ Trivandrum
<b>Maximum Age Limit</b>	35 years (relaxation of 05 years for SC/ST & 03 years for OBC Non-creamy layer)
<b>Qualification</b>	B.Tech/ MBA from a recognized Institution with specialization in Marketing, Strategy, Operations or HR
<b>Additional Qualifications</b>	<ul style="list-style-type: none"><li>• Candidates with Electrical engineering background with some knowledge of power sector will be given preference</li><li>• Candidate should be conversant with large scale data management using MS-Excel</li><li>• Candidate should have good written and oral communication skills</li><li>• Candidate should be ready to travel within Kerala</li><li>• Proficiency with SPSS (desirable)</li></ul>
<b>Role</b>	<ul style="list-style-type: none"><li>• The Project Assistant shall assist the project members in a large scale consulting project</li><li>• Data collection and analysis</li><li>• Handling and managing large scale data</li><li>• Coordinating between the project team and the project coordinators from the company</li><li>• Assist in report writing</li><li>• Work in an environment of meeting the deadlines</li></ul>

**INSTRUCTIONS:**

1. Applications are to be submitted **ONLINE** at IIMK website and/or candidate may walk- in with detailed resume at IIMK campus on the date of Interview.
2. No separate intimation/call letter will be issued to candidates.
3. Last date of online application will be taken into consideration for calculation of age.
4. Candidates should bring the following documents at the time of interview:
  - a) Printed copy of online application.
  - b) Self attested photocopies of certificates (SSLC onwards) on proof of educational qualification and originals for verification
  - c) Community certificate for SC/ST/OBC (Non-creamy layer) on proof for relaxation of age.
5. There may be screening test for the position advertised.
6. Candidates who secure minimum cut-off marks to be fixed by the selection committee in the screening test alone will be considered for appearing the personal interview.
7. No correspondence/interim enquires/telephonic enquiry in the matter will be entertained.