Advertisement No. R-01/2023

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following posts.

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1. CHIEF SYSTEMS MANAGER (Group-A) Post Code : CSM

No. of vacancies	**01 (One) (UR-01)**
Pay Level	**Level-13 A (Rs. 131100-216600) [Gross Pay:-Rs. 2.14 Lakhs/month (appx.)]**

Qualification: M.E./M.Tech in Computer Science/Information Technology/ MCA

Experience: Fifteen (15) years experience out of which Two (02) years should be in Pay Level-13 (Rs. 123100-215900) or Six (06) years should be in Pay Level-12 (Rs. 78800-209200) for Officials of Govt./Autonomous Institutions.

OR

Equivalent relevant service and pay.

Details of equivalent pay for the period served in Non-Govt. Offices/on contract basis are given below:-

➤ Two years in Pay Level-13 or Six years in Pay Level-12.

Pay Level-13:	Minimum salary of Rs. 123100 for the year 2016 onwards & Rs. 46100 for earlier periods.
Pay Level-12:	Minimum salary of Rs. 78800 for the year 2016 onwards & Rs. 29500 for earlier periods.

Age limit: 50 years.

Method of selection: Interview only(at IIMK Campus).

Note:- The Screening & Selection Committee could recommend lowering of Age/Education Qualification criteria for candidates holding very Senior/HoD level position in Institutions of National Importance.

Instructions:

1. Application is to be submitted **online** from **09.05.2023** to **08.06.2023 (up to 23.59 hours)**.

2. **Printed copy of the application submitted online <u>duly signed</u>** along with **self-attested copies of following documents/certificates** should be sent by Speed Post/ Registered Post/ Courier, clearly writing on the top Left Corner of the Envelope **"Application for the post of _____ Post Code___"** addressed to :

    HR In-charge
    Indian Institute of Management Kozhikode
    IIM Kozhikode Campus P.O
    Kozhikode, Kerala – 673 570
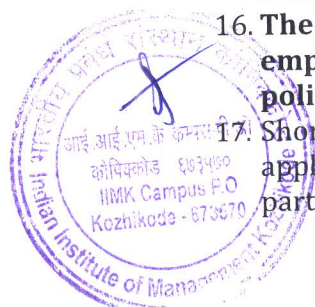
    a) SSLC as proof of date of birth.
    b) Proof of Educational qualification (Final year mark sheet to be produced at the time of written test/interview)
    c) Experience certificate(from latest employment to earlier ones clearly mentioning period of employment).

d) *Proof of the salary drawn during the total period of experience claimed(as per the requirements specified for the concerned post)..*

Last date for receipt of printed copy of application at IIMK - 17:30 hrs on 15.06.2023. IIMK will not be responsible for any delay by Post/Courier.
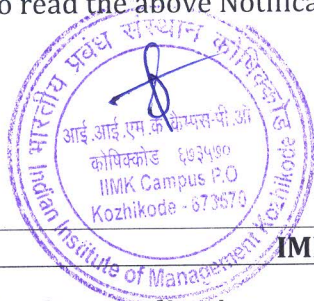
3. For calculation of age, **08.06.2023** i.e. the last date of submission of online application will be taken into account.
4. Age Relaxation for Ex-servicemen/PwD: As per Govt. of India Rules.
5. Application fee of Rs. 118/- inclusive of GST is to be paid through online payment system. There is no application fee for SC/ST/Differently Abled/Women and Departmental Candidates of IIMK. **Application fee once remitted will not be refunded.**
6. The eligibility, age, qualification, etc. prescribed shall be as on the last date of receipt of online application.
7. There is no upper age limit for departmental candidates holding regular position in IIMK for direct recruitment posts.
8. Candidates working in Government/ Semi-Government/ Public Sector/ Autonomous Bodies **must forward their applications through proper channel.** Print out of application can be sent as advance copy. However their applications will be considered, subject to receipt of print out of the application through proper channel or submission of NOC at the time of written test/interview.
9. Experience should not include Apprenticeship and Training of any form. Experience is calculated in years/months/days of the same/different organizations worked, added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
10. Incomplete applications and applications without proper/sufficient supporting documents will be summarily rejected. Submission of online application **alone** will be considered as incomplete application.
11. While calculating the experience pertaining to period served in non-Govt. offices/on Contract basis, equivalent pay (Total salary/Consolidated remuneration as supported by the salary proof) should be equivalent to the entry pay in the corresponding level of 7th CPC w.e.f 01.01.2016/entry pay of concerned CPC for the earlier periods.
12. The Institute reserves right to place a reasonable limit on the total number of candidates to be called for necessary selection process based on higher parameters over and above the essential qualifications. The prescribed essential qualifications are a general guideline and mere possession of the same does not entitle candidates to be called for written test/interview. The Screening & Selection Committee reserves the right to fix the criteria for selection.
13. Graduation received from Armed Forces will not be taken in to consideration for posts advertised with Pay Level-06 and above.
14. Regular staff are provided with various other benefits like Accommodation (depending on availability), Medical facility, LTC, National Pension System etc.
15. **Selected Candidates will have to join in the entry pay of concerned Pay Level of the Post. Pay protection benefits will not be extended to any of the selected candidate in any case.**
16. **The candidates joining the Institute will not be permitted to apply for outside employment for the initial three years and are required to abide by the Institute policy applicable from time to time in this regard.**
17. Shortlisted candidates alone will be called for written test/interview for the posts applied. At the time of written test/interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed,

will be rejected from the process of selection, even though they have been called for the written test/interview. No query in this regard would be entertained.

18. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of Written Test/Certificate Verification or otherwise their applications will be rejected and they will not be permitted to attend the written test/Interview.

19. Candidates are required to regularly visit our website (www.iimk.ac.in) and login using their respective credentials for checking/getting updates and no correspondence/interim enquiries/telephonic enquiry regarding test/ interview/ selection will be entertained. No separate correspondence will be sent to rejected candidates.

20. In the event of any of the particulars declared by the candidate or documents submitted were found to be false, even at a later date, the candidature will be cancelled and will be treated as null & void. The service will be terminated as required.

21. Canvassing in any form will be a disqualification.

22. The Institute reserves the right to fill or not to fill any of the posts advertised or cancel the entire recruitment procedure at any stage without assigning any reason.

23. In all matters relating to conduct, selection and appointment, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.

24. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in and hr@iimk.ac.in.

25. Candidates to read the above Notification carefully before applying for the post.

Date: 09.05.2023
Kozhikode Campus

Lt. Col. M Julius George (Retd.)
Chief Administrative Officer

IMPORTANT

Date of opening of online application	**09.05.2023(TUESDAY)**
Last date of submission of online application	**08.06.2023 (THURSDAY)**
Last date for receipt of printed copy of application at IIMK	**15.06.2023 (THURSDAY)**
Address to which the application should be sent	**HR In charge** **Indian Institute of Management Kozhikode** **IIM Kozhikode Campus P.O** **Kozhikode, Kerala – 673 570**