



Indian Institute of Management Kashipur

Recruitment Notice for the post of Administrative Associate

Advt. No. AA-02/2022

IIM Kashipur intends to engage **Administrative Associate** for its satellite campus at Dehradun, Uttarakhand for providing assistance in Academic Administration and different functional offices on the following terms and conditions:

Job Responsibilities: The responsibility of 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:

Qualification:

Postgraduate 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.

Selection Process: Shortlisted candidates will be interviewed in person or via online medium.

Job Location: Dehradun, Uttarakhand.

How to apply: Apply on the following link: <http://58.84.23.59/admassoc>

Last date for application: 31st March 2022 | 11:59 PM.
