



# Indian Institute of Management Kashipur

## Recruitment Notice for the post of Administrative Trainee

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**Advt. No. AA-09/2021**

IIM Kashipur intends to engage **Administrative Trainee** 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 Trainees 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:**

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

#### **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/adamas/>

**Last date for application:** 5<sup>th</sup> December 2021.

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