



Indian Institute of Management Kashipur
Kundeswari, Kashipur US Nagar-244713 (Uttarakhand)
NOTICE FOR WALK-IN-INTERVIEW

Walk-In Interview will be held to on **14th August, 2019 (Wednesday) at 10 AM** for appointment of Asst Manager (Operation) at IIM Kashipur Dehradun Campus.

Venue of the Interview: Conference Room, Indian Institute of Management Kashipur, Kundeswari, Kashipur, Dist. U S Nagar, Uttarakhand.

Expected Remuneration: Asst Manager (Operations) will be given a stipend of Rs. 30,000/- to Rs.35,000/- per month depending on qualification, experience and performance in the interview.

Duration: Appointments will be made purely on contract basis for a period of one year initially and renewable annually, subject to satisfactory performance, but generally limited to three years.

Selection Process: Candidates will be interviewed in person, via Skype. Candidates are requested to provide their Skype ID and phone number in advance.

Eligibility: The applicants should have track record of first class throughout the career with Post Graduate degree/Diploma from Institute of repute with minimum 4 years of work experience in Industry or Academia.

Job Responsibility:

- Assisting and managing all operations including planning the activities, managing the infra and support, checking the compliance with SOP of Executive Programmes at IIM Kashipur, Dehradun Campus.
- Co-coordinating with various stakeholders associated with execution of the different programmes.
- Monitoring the various projects of MBA WX programme.
- Managing events including the Guest lecture, Symposium, Workshops and Seminars
- Work related to AACSSB

Age: Preferably below 35 years for all positions.

Candidate must carry his/her complete CV along with all original academic testimonials and one set of self-attested photocopy of all relevant documents during the time of interview. No TA/DA will be paid to the candidate. For any further query, contact: Sri Uma Shankar, Personnel Section (personneldept@iimkashipur.ac.in). Candidates may also send their CV to this email: personneldept@iimkashipur.ac.in in advance mentioning their Skype ID and contact numbers.