



**Recruitment of Liaison Officer (On Contract)**

**Notification No. C-08/2020-IIMK.HR**

Applications are invited from Personnel having served in Govt. of Kerala (including Retired Personnel), for the position of "Liaison Officer" on contract basis at Indian Institute of Management, Kozhikode, which is an Institution of National Importance under Indian Institutes of Management Act, 2017.

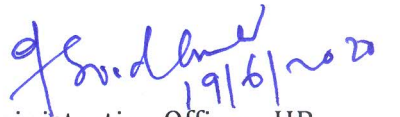
<b>Eligibility Criteria</b>	Experience of 10-15 years, in the position of Tahsildar/Deputy Tahsildar under Govt. of Kerala.
<b>Desirable</b>	1. Graduation in any discipline. 2. Residency in Kozhikode district. 3. Own vehicle for mobility.
<b>Language proficiency</b>	Candidates should have proficiency in Malayalam & English, besides proficiency in MS-Office and Internet usage. Proficiency in languages indicates reading, writing and speaking.
<b>Job profile</b>	<ul style="list-style-type: none"><li>➤ Liaison with Local Authority, State and Central Governments on administrative matters, especially those relating to revenue, land, local taxes, dues etc.</li><li>➤ Co-ordinating welfare activities, based on the Orders issued from time to time by the Central Govt. .</li><li>➤ Preparing Reports on the basis of instructions issued on the above said orders</li><li>➤ Translating various documents from Malayalam to English and Vice-versa and other works, to be allotted by Competent Authority.</li><li>➤ Liaison and dispute/conflict resolution at Panchayath, Village Office, Tehsil and District levels, keeping the Institute's interests.</li><li>➤ Liaison and dispute redressal and resolution of issues with local population.</li><li>➤ Resolve land and other related disputes, if any.</li><li>➤ Assist Estate Office on above matters and any other tasks assigned from time to time..</li></ul>
<b>Place of posting</b>	IIMK Campus, Kunnamangalam, Kozhikode, 673570.

*Handwritten signature and date:*  
17/6/2020  
S.A. CHR

<b>Maximum age limit</b>	65 years (Preference would be given to persons below 60 years)
<b>Monthly remuneration- all inclusive</b>	₹30,000/- (including transport allowance of ₹ 1700/- and telephone allowance of ₹300/-).
<b>Date and Time for Interview</b>	<b>May be conducted through video conference. Date would be intimated later.</b>

**General information and conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 3:00 pm of 10.07.2020.
2. Candidates are requested to upload their photograph, Certificates and Signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period of one year.
5. Shortlisted candidates alone will be interviewed through video conference. Time slots will be communicated by e-mail.
6. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
7. Decision of the Director, IIMK regarding the selection shall be final.

  
19/6/2020  
Senior Administrative Officer- HR

19.06.2020