



Indian Institute of Management Kashipur
Walk-in-Interview for the post of
Administrative Trainee / Administrative Associate (For Dehradun Campus)

Advt. No. AA-02/2025

14.05.2025

IIM Kashipur intends to engage **Administrative Trainee / Administrative Associate (AAs)** for providing assistance in Academic Administration at Dehradun Campus on the following terms and conditions:

Job Responsibilities: The responsibility of Administrative Trainees & Administrative Associates will be to assist the Chairperson Dehradun Campus in managing the campus activities. They will be managing academic and training programmes at Dehradun Campus including admission, registration, class scheduling, finalisation of grades, collection of fees, attendance etc. They will Communicate with stakeholders including students, Faculty, sponsoring agencies etc. They will manage travel and stay of the faculty members visiting the campus. They will maintain the finance and accounts of the Dehradun Campus. They can also be given other responsibilities by the Institute from time to time.

Required Qualifications and Stipend:

Administrative Trainees:

Qualification:

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

Stipend:

An Administrative Trainee will be paid a stipend of Rs. 24,500/-p.m.-Rs. 29,500/- per month with an annual increment of Rs. 2000/- in case of re-engagement.

Administrative Associates:

Qualification:

A Post-Graduate with three-year relevant administrative experience in an academic Institution of repute.

Stipend:

An Administrative Associate will be paid a stipend of Rs. 40,000/-p.m.-Rs. 45,000/- per month with an annual increment of Rs. 3000/- in case of re-engagement.

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: A walk-in-interview is scheduled for **06.06.2025 at 10:00 AM** onwards. The candidates willing to appear in the interview are requested to go through the advertisement thoroughly and ensure that they fulfil the eligibility criteria. The candidates are requested to bring their **latest Resume with one set of self-attested photocopy of all educational and experience certificates** at the time of interview along with original photo identity issued (preferably AADHAAR) by the Government of India.

Reporting Time: 09:30 AM to 11:00 AM (Candidates arriving after 11:00 AM will not be allowed to participate in the Interview process.)

Venue: Academic Vihara, IIM Kashipur, Uttarakhand.

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Chief Administrative Officer