



**RECRUITMENT OF DATA ENTRY OPERATOR ON CONTRACT**  
**Notification No. C-61/2024-IIMK.HR**

Indian Institute of Management Kozhikode invites applications from eligible candidates for the contract positions of Data Entry Operator.

<b>Position</b>	<b>DATA ENTRY OPERATOR</b>
<b>Number of Vacancy</b>	01 (One)
<b>Maximum Age Limit</b>	35 years (as on the date of notification).
<b>Consolidated Monthly Remuneration</b>	Rs.20, 300/- (including Rs.300/- towards telephone allowance).
<b>Qualification &amp; Experience</b>	<b>Educational Qualification:</b> Graduation from a recognized University. Diploma/Certificate in Computer Applications is desirable. <b>Experience:</b> One-Two years data entry experience is desirable.
<b>Technical Skills</b>	Proficiency in typing, usually with a minimum typing speed of 25-30 words per minute. Computer Proficiency in MS Office (Word, Excel, etc.), data entry software, and basic computer operations.
<b>Additional Skills</b>	Basic knowledge of internet and emailing. Good command over the language in which the data needs to be entered. Ability to handle large volumes of data efficiently.
<b>Date &amp; time of Interview</b>	<b>Will be notified later</b>

**General information and conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 14.11.2024**.
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 six months. Further extensions will be subject to job requirements and performance.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
6. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
8. Decision of the Director, IIMK regarding the selection shall be final.

**Last date for online application is 5:00 p.m. 14.11.2024**

Dated: 29.10.2024



*Alina*  
29/10/2024

AAO HR (Staff-Matters)