



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF EXECUTIVE (LEGAL AFFAIRS) ON CONTRACT

Notification No. C-65/2024-IIMK.HR

Applications are invited for the contractual positions of Executive (Legal Affairs) at Indian Institute of Management Kozhikode.

Position	EXECUTIVE (LEGAL AFFAIRS)
Maximum Age Limit	45 years
Consolidated Monthly Remuneration	Rs. 50,000 (Consolidated)
Essential Qualification & Experience	Bachelor of Law (LLB) with five years experience of handling court cases. <i>In addition, the candidates should be proficient in</i> (i) MS-Office and Internet usage. (ii) Good Communication skills in <u>English</u> .
Desirable	1. Experience of handling court matters including CAT, High Court, Supreme Court etc. 2. Well versed with drafting Affidavits and Court Procedures.
Job Profile	• The role entails responsibility of providing logistic support to Institute's Solicitor in various court cases. • Maintaining Institute's legal files. • Providing arbitration, litigation and mediation support. • Drafting legal terms and conditions of various contracts and projects. • Drafting documents, letters and contracts. • Providing commercially sensible and cost affective legal advice on contract management. • Providing legal advice on Disciplinary Proceedings of the Institute. • Acting on behalf of the Institute in disputes, if necessary. • Preparing damage claims, whenever necessary.
Date & Time of Interview	To be announced

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in> latest by **5:00 pm of 31-12-2024**. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in or hr@iimk.ac.in
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. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed at IIMK Campus. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 31-12-2024.

Dated: 27-11-2024

[Signature]
27/11/2024

(K Nitin Harindran)
Asst. Admin. Officer (HR-Staff Matters)

