



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

RECRUITMENT OF PROJECT ASSOCIATE ON CONTRACT

Notification No. C-10/2025-IIMK.HR

Applications are invited for the filling of contractual position of Project Associate at Indian Institute of Management Kozhikode.

Educational Qualification & Experience	1. Ph.D (Either in Management / Communication or English). 2. Excellent academic track record Post Graduate Degree & Degree 3. Experience: Minimum 2 Years of experience in Academic Institutions and exposure to coordination, mentoring activities & Assisting faculty members, etc. 4. Excellent communication skills so as to interact with the senior level programme executives.
Duties and responsibilities	1. Managing the eMDP CEO Programme (Academic & Administrative coordination). 2. To coordinate the flow of information, and communication and disseminate it properly. 3. Coordinate the In-campus and Off-campus programme activities 4. Evaluation of objective-type answer sheets for the programme (after seeking inputs from the faculty members), and prepare the data in order. 5. Other activities like Data Management, Report generation, Filing of systematic records, attendance of the participants, Handling LMS portal, etc. and also act as a close link between the Faculty Coordinator, Faculty Members, MDP Participants and also with the MDP Office. 6. Close interaction with other departments and vendors etc. for the smooth conduct of the programme 7. Interaction with the programme participants is of utmost importance, as also closely interact with the technology partners. 8. The job will also include interacting with the participants over phone during late nights and assisting/guiding them properly in case of eventualities like Assignment / Project submission, Link Creation, etc.). 9. Any other responsibility assigned by the management.

Consolidated Monthly Remuneration	Rs. 45,000/-
Maximum Age Limit	42 years
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 25.03.2025**.
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 interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for a maximum period of 10 months.
5. Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed. 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 25.03.2025.

Dated: 05.03.2025



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05/03/2025
AAO (HR-Staff Matters)