



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnammangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF OFFICE ATTENDANT ON CONTRACT
Notification No. C-12/2025-IIMK.HR

Applications are invited for the contractual position of office attendant at Indian Institute of Management Kozhikode for its Kochi Campus.

Position	OFFICE ATTENDANT
Maximum Age Limit	28 years
Consolidated Monthly Remuneration	Rs. 18,000/- (plus Rs. 300/- towards telephone allowance)
Qualification & Experience	Pass in Plus Two or Equivalent & Two years of office experience (post qualification).
Language Proficiency	Conversant with English and Hindi
Desirable	Basic knowledge of computer & MS Office
Date & Time of Interview	To be announced -

General Information and Conditions:

1. IIMK- Kochi Campus normally functions six days a week with weekly off on Wednesday. Office hours are flexible suiting to class timings.
2. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 01.04.2025**.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
4. Candidates in the empaneled list may be considered on functional basis.
5. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed on the online portal.
6. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
7. Canvassing in any form will be a disqualification.
8. 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.
9. The engagement to the above position will purely be on contract basis for an initial period of six months. Extension, if any will be subject to job requirements and performance.
10. Applications will be screened and shortlisted candidates alone will be interviewed; through video conference. Time slots will be communicated by e-mail.
11. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.

12. Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
13. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 01.04.2025.

Dated: 11.03.2025


11/03/2025
AAO (HR-Staff Matters)

