



भारतीय प्रबंध संस्थान कोषिकोड

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

Notification No. C-19/2025-IIMK.HR

RECRUITMENT OF MULTI-TASKING ATTENDANT ON CONTRACT

Indian Institute of Management Kozhikode invites applications for the position of Multi-Tasking Attendant on Contract.

Position	MULTI-TASKING ATTENDANT
No. of position	01
Maximum Age Limit	35 years
Consolidated Monthly Remuneration	Rs. 21,900/- (Including Rs.300/- towards telephone allowance)
Desirable	Post qualification experience of one (01) year in Finance/Accounting department of a firm.
Qualification & Experience	B.Com having specialization in Taxation/Finance/Cooperation with +2/equivalent level in commerce stream. (In addition, the candidates should have good English communication, proficiency in MS-Office, Tally and Internet usage.)
Job Profile	• To perform activities such as receiving/delivering documents or items, including correspondence, memorandum, records, files and other similar material as per superior's instruction. • Ensuring proper custody and access to records. • Submitting financial documents to banks/institutions/offices. • Dealing with phone and e-mail enquiries.
Place of posting	IIM Kozhikode, Kunnamangalam, Kozhikode-673570
Date & time of Interview	Will be notified later.

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 16-04-2025**.
2. Age relaxation as per Government of India norms will be applicable.
3. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
4. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding schedule of Interview, change, if any, etc.
5. 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.
6. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
7. Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
8. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
9. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.

10. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 16-04-2025.

Dated: 25-03-2025

J. I. M.
25/03/2025
AAO (HR- Staff Matters)

