



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 ACADEMIC ASSOCIATE ON CONTRACT
Notification No. C-47/2025-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for selection to the contractual position of Academic Associate for Undergraduate Programme Office (Kochi).

Position	ACADEMIC ASSOCIATE
Number of Vacancies	03 (Three)
Qualification	Post-Graduation in any discipline with one-year experience OR Graduation in any discipline with three years' experience. In addition, the candidate should have (i) Good English communication skills (ii) Should be proficient in MS-Office, Internet usage & online meeting tools (like Zoom)
Maximum age limit	35 years (as on the date of Notification)
Consolidated Monthly Remuneration	Rs.26,300/- (including Rs.2000 as financial support for accommodation & Rs.300/- as Telephone Allowance)
Date & time of Interview	To be announced later
Job Location	Kochi
Joining	Immediate Preferred

General Information and Conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 02.09.2025**.
2. 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.
3. Candidates are requested to upload their photograph, final mark lists/certificates (SSLC onwards), experience certificate and signature as per format prescribed on the online portal.
4. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
5. Canvassing in any form will be a disqualification.
6. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule/ change of dates, if any.



7. The engagement to the above position will purely be on contract basis for a period of one year. Extension, if any will be subject to job requirements and performance.
8. Applications will be screened and shortlisted candidates alone will be interviewed. Details of the same will be communicated by e-mail.
9. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
10. 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.
11. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 02.09.2025

Dated: 20.08.2025

20/08/2025

AO (HR-Staff Matters)



भारतीय प्रबंध संस्थान कोषिकोड

आई आई एम् कोषिकोड कैम्पस- पी ओ

INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE

IIM Kozhikode Campus P.O.

Role of Academic Associates

Following roles are to be performed by the Academic Associates during their tenure at IIM Kozhikode. The list is not exhaustive and therefore, they have to undertake new roles as and when assigned on functional and need basis.

- (a) To assist faculty members in course design. This includes assistance in preparation/ revision of course outline, reading materials, class handouts and PPTs.
- (b) To prepare grade sheet using prescribed format.
- (c) Monitoring class participation, marking and tabulation of student attendance
- (d) To perform invigilation duty during examinations and quizzes.
- (e) To aid in class activities/ games conducted for students.
- (f) To work with Virtual Class Room platform/software.
- (g) To support Research Office in conducting of Conferences, seminars, workshops.
- (h) To provide secretarial assistance to faculty members.
- (i) To assist faculty in preparing research report, case writings and academic publications.
- (j) To make use of standard research methods and methodology
- (k) Research related tasks allotted by faculty from time to time. Conducting literature survey and database searches.
- (l) To prepare seating plan of students for each course.
- (m) Any Other responsibilities including administrative responsibilities as allotted by IIMK-Kozhikode/ Kochi Office.



libn
20/08/2025