भारतीयप्रबंधसंस्थानकोषिक्कोड़
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT

Notification No. C-56/2025-IIMK.HR

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

Name of Position	Admin. Associate (on contract)
No. of vacancies	01 (One)
Essential Qualification & Experience	Post-Graduation with minimum two years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. **OR** Graduation with minimum three years of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. In addition, the candidates should be proficient in (i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools. *(ii)* Good Communication proficiency in English (Both written and verbal) and Hindi. *(iii)* Drafting skills.
Consolidated Monthly Remuneration	Rs. 24,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 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 05.10.2025**.
2. Candidates are requested to upload their photograph, certificates, CV 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 an initial period of six months. Further extensions will be subject to job requirements and performance.
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; through video conference. 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 05.10.2025

Dated: 15.09.2025

15/09/2025
AO (HR-Staff Matters)