



Notification No. C-79/2025-IIMK.HR
RECRUITMENT OF STOREKEEPER (CIVIL) ON CONTRACT

Indian Institute of Management Kozhikode invites applications from eligible candidates for the contract position of Storekeeper (Civil).

Position	STOREKEEPER (CIVIL)
Number of Vacancy	01 (One)
Maximum Age Limit	35 years (as on the date of notification)
Consolidated Monthly Remuneration	Rs.24, 300/- (including Rs.300/- towards telephone allowance)
Qualification & Experience	Three Year full Time Diploma in Civil/ Mechanical//Electrical Engineering from a recognized institution/ university with minimum four (04) years relevant experience. OR B.Tech/ BE in Civil / Mechanical / Electrical Engineering from a recognized institution/ university with minimum two (02) years relevant experience. Essential Relevant Experience: • Procurement, inventory control, and store management, record-keeping and documentation of civil/plumbing/ carpentry materials. • Maintenance of stock registers, issue records, and material reconciliation. • Vendor coordination, material verification, and purchase documentation. <i>In addition, the candidates should have Good English communication skills, Proficiency in MS Office (especially Word & Excel) and basic knowledge of inventory management software/ tools, e-mail and Internet usage.</i>
Desirable Qualification	• Experience in ERP-based inventory systems or e-Procurement modules. • Familiarity with CPWD / PWD specifications and Schedule of Rates, GFR and government procurement procedures • Experience in audit compliance, stock verification, material bill verification, estimation, etc.



Job Profile	• Maintain stock and inventory of civil construction materials, tools and consumables • Ensure timely receipt, inspection and safe storage of materials • Prepare and maintain accurate store records including : Inventory/Stock Registers, Issue slips, Indents and Purchase Records, Instrument and Equipment Movement Registers • Assist with physical stock verification and annual audits • Coordinate with vendors and the Civil Engineering Section for procurement needs • Ensure proper handling and storage of instruments and equipment • Implement safety practices and maintain store hygiene • Operate and update computerized store management systems or ERP tools • Support documentation for internal and external audits • Perform any other store-related duties as assigned by the Department or the Institute.
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 15.12.2025**.
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 change of 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. Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
6. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
8. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. 15.12.2025

Dated: 25.11.2025



[Signature]
25/11/2025
AO (HR-Staff Matters)