



भारतीय प्रबंध संस्थान कोषिकोड  
आई आई एम कोषिकोड कैम्पस- पी ओ, कोषिकोड -673 570, केरल  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
**IIM Kozhikode Campus P.O., Kozhikode-673 570, Kerala**

**Notification No. C-08/2026-IIMK.HR**

Indian Institute of Management Kozhikode invites **online applications** from suitable candidates for the following post at Kochi Campus initially for One Year on Contract Basis (Further Extendable).

<b>Executive Assistant (Dean's Office) (Post Code: EA)</b>	
<b>No. of vacancies</b>	<b>01 (One)</b>
<b>Consolidated Monthly Remuneration</b>	Approximately equivalent to consolidated pay of Pay Level 07
<b>Qualification:</b> Master's Degree ( Preferably MBA or in Social Sciences)	
<b>Experience:</b> Five (05) years' relevant experience.	
<b>Important Note:</b>	
<ul style="list-style-type: none"><li>➤ Relevant experience means "Managing work as assistant to CEOs, Public Relations engaging with senior executives, editing journals/magazines, managing administrative/office contexts.", preferably in an Academic Institution of National or State importance/PSUs/Reputed private organizations.</li><li>➤ Excellent English Communication (verbal and written) is an essential prerequisite.</li><li>➤ Comfortable in handling tools such as MS Excel, Word, Power Point etc.</li><li>➤ The candidate should possess a smart personality.</li></ul>	
<b>Age Limit</b>	35 years (Age Relaxation for Ex-Servicemen/Differently abled: As per Govt. of India Rules)
<b>Method of selection</b>	Interview only at Kochi/Kozhikode
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>➤ Coordinating activities, appointments, meetings w.r.t Associate Dean's office and manage day to day file movements.</li><li>➤ Undertake basic analytical work as needed for any proposals and presentations.</li><li>➤ Support Activities as required for both BMS, EPGP-Kochi, and any other programmes launched from Kochi campus such as new Degree/ Diploma programmes.</li><li>➤ Any other responsibilities entrusted by the Management/ Institute.</li></ul>

**Instructions:**

1. Application is to be submitted **online** from **06.02.2026** to **10.03.2026 (up to 23.59 hours)**. In case of any technical difficulty, candidates are advised to contact [cc@iimk.ac.in](mailto:cc@iimk.ac.in) and [hr@iimk.ac.in](mailto:hr@iimk.ac.in).
2. **Scanned copies of following Original documents/certificates** should be uploaded while applying online :

SSLC as proof of date of birth.

Educational qualification certificates with final marks sheet as specified for the post.

Experience certificate (from latest employment to earlier ones mentioning period of employment)

Salary certificate.



- e) Discharge Certificate for Ex-servicemen/ Medical Certificate from Medical Board for differently abled (if applicable).
3. Initially the contract will be for a period of 1 year, further extension will be based on the performance of the candidate and job requirement.
  4. The candidate will however not have any exclusive right on the clause mentioned at Sl. No. 3 above.
  5. For calculation of age, **10.03.2026** i.e. the last date of submission of online application will be taken into account.
  6. Experience should not include Apprenticeship and Training of any form. Experience is calculated in years/months/days of the same/different organizations worked, added to arrive at total years of service. While doing so, 30 days and 12 months will be taken as one month and one year respectively.
  7. Incomplete applications and applications without supporting documents will be summarily rejected.
  8. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The Selection Committee reserves the right to fix the criteria for selection.
  9. Short listed candidates alone will be called for interview.
  10. Candidates have to bring one of the documents viz, Passport/Electoral Identity Card/Aadhaar Card as proof of their identity at the time of documents verification.
  11. Candidates are required to regularly visit our website ([www.iimk.ac.in](http://www.iimk.ac.in)) for getting updates and no correspondence/interim enquiries/telephonic enquiry regarding interview/ selection will be entertained.
  12. In the event of any of the particulars declared by the candidate or documents submitted were found to be false, even at a later date, the candidature will be cancelled and will be treated as null & void. The service will be terminated as required.
  13. Application of candidates will be rejected if they do not fulfill relevant experience criteria in respective areas and/or if supporting documents are not uploaded.
  14. Canvassing in any form will be a disqualification.
  15. In all matters relating to conduct, selection, appointment and pay, decision of Director (IIMK) shall be final and No Query on the Subject would be entertained.



Date: 06.02.2026  
IIM Kozhikode Campus

*Julius George*  
Lt. Col. M Julius George (Retd.)  
Head-Administration & HR

**IMPORTANT**

**At the time of interview, there will be certificate verification as part of selection process and those candidates, who are not meeting the criteria as fixed, will be rejected from the process of selection, even though they have been called for the interview.**

<b>Date of opening of online application</b>	<b>06.02.2026 (FRIDAY)</b>
<b>Last date of submission of online application</b>	<b>10.03.2026 (TUESDAY)</b>