



RECRUITMENT OF ADMIN. ASSOCIATE (COMMUNICATION & SURVEILLANCE) ON CONTRACT

NOTIFICATION NO. C-13/2026-IIMK.HR

Applications are invited for the contractual position of Administrative Associate (Communication & Surveillance) at Indian Institute of Management Kozhikode.

Essential Qualification & Experience	Graduation with minimum three years of relevant experience in administrative support areas. It is desirable that minimum 1–2 years of experience should be as a telephone operator/CCTV monitoring staff. The candidates should be proficient in: (i) Good Communication skills in English, Hindi and Malayalam (Oral). (ii) Basic knowledge in Information Technology. (iii) MS-Office and Internet usage.
Desirable	• Diploma/Certification in Office Administration, Communication Systems, or Security Management (preferred). • Ex-Servicemen having worked as Operators in “Signals Branch” would be Preferred.
Job Profile	• Operate and manage the institute’s EPABX/telephone console efficiently. • Receive, screen, and forward incoming calls to appropriate departments/personnel. • Maintain a polite, professional, and helpful communication tone at all times. • Record and relay urgent messages accurately and promptly. • Provide basic information about the institute to callers. • Maintain call logs and telephone records as required. • Monitor live CCTV footage across campus premises. • Ensure all surveillance equipment is functioning properly. • Identify and report suspicious activities, safety violations, or security breaches immediately to the Security Officer/Administration. • Maintain daily surveillance logs and incident reports. • Report any faults in the telephone system to the IT/Technical Department
Consolidated Monthly Remuneration	Rs. 24,300/- (including Rs.300/- towards telephone allowance)



Maximum Age Limit	35 years (age relaxation applicable to SC/ST/OBC/ex-servicemen). For retired govt./defense/paramilitary officials age limit would be up to 55 years
Date & Time of Interview	To be announced 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 16.03.2026**
2. Candidates are requested to upload their photograph, certificates 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. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
6. Applications would be screened and only shortlisted candidates will be interviewed. 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 16.03.2026.

Dated: 24.02.2026

1:55
24/02/2026
In Charge HR Office

