



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

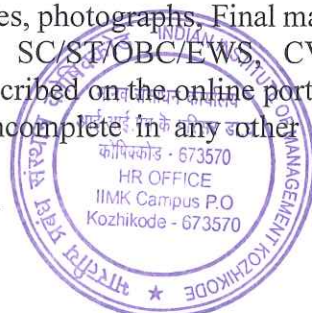
RECRUITMENT OF ACADEMIC SUPPORT EXECUTIVE ON CONTRACT
Notification No. C-37/2026-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for selection/empanelment to the contractual position of Academic Support Executive.

Qualification	Post-graduation from a recognized university / institution with minimum two years of relevant experience in administrative and academic support areas. OR Graduation from a recognized university / institution with minimum three years of relevant experience in administrative and academic support areas. Skills (i) Strong communication skills in English and MS office proficiency (Excel/Word/PowerPoint) (ii) Desirable to have knowledge in Statistics, Analytical Tools (SPSS/R/Python/Stata/Advanced Excel) and LMS/Moodle. (iii) Drafting skills.
Maximum age limit	35 years (as on the date of Notification) Age relaxation as per the Government of India.
Monthly Remuneration & Allowance	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	IIM Kozhikode Campus

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 09.06.2026**.
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 in the empaneled list may be considered on functional basis.
4. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, CV, Experience certificate, if any and signature as per format prescribed on the online portal.
5. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
6. Canvassing in any form will be a disqualification.



7. 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.
8. 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.
9. Applications will be screened and shortlisted candidates alone will be interviewed. Time slots will be communicated by e-mail.
10. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
11. 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.
12. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 09.06.2026

Dated: 20.05.2026


20/05/2026
AO (HR-Staff Matters)





Role of Academic Support Executive

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

- Provide administrative, clerical, and secretarial support for the smooth functioning of the Programme Office.
- Manage office documentation, official correspondence, confidential records, and other administrative tasks with minimal supervision.
- Coordinate day-to-day academic activities including class scheduling, examinations, attendance monitoring, and seating arrangements.
- Assist faculty members in course administration, preparation/revision of course materials, presentations, grade sheets, and academic documentation.
- Support classroom and examination processes, including invigilation, student participation tracking, and related academic activities.
- Work with online learning platforms and virtual classroom software for effective academic delivery.
- Provide support for research, conferences, seminars, workshops, and other academic activities.
- Other official tasks as allotted by the Institute from time to time.

