



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् 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-40/2026-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).

Name of the position : Receptionist (on contract)	
No. of vacancies	01 (Female)
Consolidated Monthly Remuneration	Rs. 27,800/- (including financial support for accommodation of Rs. 3500/- and telephone allowance of Rs. 300/- per month)
Qualification: Graduation (Preferably B.Com / BBA / BA)	
Experience: Minimum 3–5 years of relevant experience in reception / front-office preferably in an educational institution of repute in Kerala or outside Kerala. Relevant experience in large corporate offices, or major training centres can also be considered.	
Important Note: ➤ Excellent communication skills and fluency in English and Malayalam (functional proficiency in Hindi is mandatory) ➤ Proficiency in MS Office, email handling. ➤ The candidate should be tech savvy to enable seamless coordination.	
Age Limit	35 years (Age Relaxation as per Govt. of India Rules)
Method of selection	Interview only at Kochi/Kozhikode
Duties and Responsibilities	➤ Act as the first point of contact for all visitors to the campus. ➤ Receive, guide, and assist visitors, faculty, students, and external participants. ➤ Handle incoming and outgoing calls, emails, and general enquiries. ➤ Maintain visitor registers and coordinate access with concerned sections and security team. ➤ Provide administrative and logistical support during executive training programmes, interviews, seminars, and events. ➤ Assist the Administration in day to day front office functions as assigned from time to time. ➤ Any other responsibilities entrusted by the Management/ Institute.

General Information and Conditions:

- Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 PM of 28.06.2026**.
- 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, she will be disqualified and their candidature will be cancelled.



3. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), CV, Experience certificate, if any and signature as per format prescribed on the online portal.
4. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
5. Canvassing in any form will be a disqualification.
6. 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.
7. **The engagement to the above position will purely be on contract basis for a period of one year initially. Extension, if any will be subject to job requirements and performance.**
8. Applications will be screened and shortlisted candidates alone will be interviewed. Time slots will be communicated by e-mail.
9. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
10. 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.
11. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 PM of 28.06.2026

Dated: 08.06.2026

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08/06/2026
AO (HR-Staff Matters)

