



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnammangalam, Kozhikode,
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT

Notification No. C - 46/2026-IIMK.HR

Applications are invited for the filling of contractual position of Admin. Associate at Indian Institute of Management Kozhikode.

Name of Position	Admin. Associate (on contract)
No. of vacancies	03 (Three)
Essential Qualification & Experience	Post-Graduation with minimum two years' of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. OR Graduation with minimum three years' of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization. In addition, the candidates should be proficient in (i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools. (ii) Good Communication proficiency in English (Both written and verbal) and Hindi. (iii) Drafting skills.
Consolidated Monthly Remuneration	Rs. 24,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 years
Mode of Selection	Skill Test [Topic: MS Office Applications (MS Word, Excel), AI Tools etc.] & Interview
Job Profile	The Admin Associate is responsible for providing comprehensive administrative and academic support for executive education programmes. The role ensures smooth programme delivery through participant coordination, faculty liaison, learning management system administration, academic scheduling, evaluation management, certification processes, and operational support for both online and campus-based programmes.
Required Competencies	• Strong administrative and coordination skills with the ability to manage multiple programmes simultaneously. • Proficiency in documentation, communication, stakeholder management, academic coordination, and event logistics. • Ability to interact effectively with faculty, participants, partner organizations, and internal departments while maintaining accuracy, confidentiality, and service excellence.

General Information and Conditions:

- Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 02.07.2026**.
- 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 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 will be screened, and only shortlisted candidates will be called for the skill test and interview to be conducted at IIMK Campus.
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. of 02.07.2026

Dated: 12.06.2026

12/06/2026
AO (HR-Staff Matters)

