



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

Tel: 0495 2809160/ 366

RECRUITMENT OF OFFICE ATTENDANT ON CONTRACT

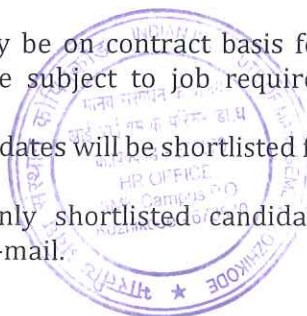
Notification No. C-61/2026-IIMK.HR

Applications are invited for the contractual position of Office Attendant at Indian Institute of Management Kozhikode.

Position	OFFICE ATTENDANT
Maximum Age Limit	28 years
Consolidated Monthly Remuneration	Rs. 18,000/- (plus Rs. 300/- towards telephone allowance)
Qualification & Experience	Pass in Plus Two (12 th std) or Equivalent & Two years of office experience (post qualification)
Roles and Responsibilities	Assisting with general office work and administrative support including photocopying, scanning, printing and filing of documents, assisting with classroom and office arrangements as required, ensuring cleanliness of classrooms and office spaces and performing any other duties assigned from time to time. The duties involve working in shifts and on holidays, with compensatory off provided as per rules.
Language Proficiency	Conversant with English and Hindi
Desirable	Basic knowledge of Computer & MS Office Ability to work as part of a team, courteous and service-oriented attitude.
Date & Time of Interview	To be announced

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 19.08.2026**.
2. 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 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, candidates will be shortlisted for selection process and interview.
6. Eligible 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 19.08.2026.

Dated: 30.07.2026

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30/07/2026

AO (HR-Staff Matters)

