



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 - 67/2026-IIMK.HR**

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

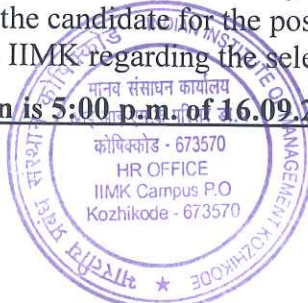
|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Position</b>                         | Admin. Associate (on contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>No. of vacancies</b>                         | 04 (Four)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Essential Qualification &amp; Experience</b> | <p>Post-Graduation with minimum two years' of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduation with minimum three years' of experience in Clerical duties/ office administration in a reputed Educational Institute or any Govt. / Private Organization.</p> <p>In addition, the candidates should be proficient in</p> <ul style="list-style-type: none"> <li>(i) MS-Office (word, excel, power point etc.), internet usage, Zoom or any online meeting tools.</li> <li>(ii) Good Communication proficiency in English (Both written and verbal) and Hindi.</li> <li>(iii) Drafting skills.</li> </ul> |
| <b>Consolidated Monthly Remuneration</b>        | Rs. 24,300/- (including Rs.300/- towards telephone allowance)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Maximum Age Limit</b>                        | 35 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date &amp; Time of Interview</b>             | To be announced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### **General Information and Conditions:**

- Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 16.09.2026**.
- Candidates are requested to upload their photograph, certificates, CV and signature, as per the format prescribed in the online portal.
- Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule, if any.
- 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.
- Based on details submitted in the application, candidates will be shortlisted for selection process and interview.
- Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
- If selected, engagement will be subject to verification of all certificates and experience at the time of joining.**
- Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
- Decision of the Director, IIMK regarding the selection shall be final.

**Last date for online application is 5:00 p.m. of 16.09.2026**

Dated: 27.08.2026



*J. L. S.*  
27/08/2026  
AO (HR-Staff Matters)