भारतीय प्रबंध संस्थान कोषिक्कोड़
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode,
Kerala State, India – PIN 673570, Tel: 0495 2809160/ 366

RECRUITMENT OF PUBLIC RELATIONS EXECUTIVE ON CONTRACT

Notification No. C-85/2026-IIMK.HR

Applications are invited for the filling of contractual position of Public Relations Executive at Indian Institute of Management Kozhikode.

Position	Public Relations Executive
No. of Vacancies	1 (One)
Role Overview	The Public Relations Executive will support the planning and execution of public relations, media outreach and institutional communication initiatives to strengthen the organisation's brand image, reputation and visibility. The role involves media relations, content development, digital communications and coordination with internal and external stakeholders to effectively communicate the organisation's achievements, initiatives and key developments.
Essential Qualification & Experience	• Graduation/Post-Graduation in Mass Communication, Journalism, Public Relations, Advertising, English Literature or a related discipline. • Minimum three (03) years' of relevant experience in public relations, corporate communications, media organizations, or a PR agency. • Demonstrated experience in news publications, media relations, content writing, social media management and institutional or corporate communications.
Key Responsibilities	**Public Relations & Media Management** • Draft and disseminate press releases, media briefs, responses to media queries and other communication materials. • Coordinate media interactions, interviews, press conferences and editorial opportunities. • Monitor media coverage, maintain media databases and prepare coverage reports. **Content Development & Communication** • Write, edit and proofread articles, newsletters, website content, event briefs and other communication materials. • Identify and develop stories highlighting organisational achievements, initiatives, research, events and stakeholder contributions. • Coordinate with internal departments and stakeholders to source information and develop communication content. **Digital & Social Media Communications** • Draft and publish content for the organisation's website and social media platforms, including LinkedIn, Facebook, Instagram and X. • Support the planning and execution of digital communication campaigns to enhance visibility and engagement. • Track digital performance and prepare periodic communication reports.

	Coordination & Reporting • Coordinate communication activities for institutional events, announcements and campaigns. • Maintain records of press releases, media coverage and communication outputs
Skills & Competencies	• Excellent English writing, editing, proofreading and verbal communication skills. • Strong understanding of media relations, news values and public relations practices. • Proficiency in social media content creation, editing tools and digital communication. • Strong research, information-gathering and storytelling abilities. • Excellent interpersonal, coordination and stakeholder-management skills. • Ability to manage multiple assignments and meet tight deadlines. • Proficiency in MS Office and familiarity with content management systems and digital publishing tools.
Consolidated Monthly Remuneration	₹40,000/- to ₹45,000/- per month.
Maximum Age Limit	40 years (as on date of notification)

General Information and Conditions:

1. Interested and eligible candidates may submit applications online at https://iimk.ac.in/ latest by **5:00 pm of 23.11.2026.**
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 interview schedule, if any.
4. **The engagement to the above position will purely be on contract basis for a period of one year and further extension/s, if any will be depending upon the performance/administrative requirements.**
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 23.11.2026

Dated: 03.11.2026

03/11/2026

Administrative Officer (HR-Staff Matters)