भारतीय प्रबंध संस्थान कोषिक्कोड़

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-86/2026-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 (12th std) or Equivalent & Two years of office experience (post qualification)
Roles and Responsibilities	• Assisting in general office work and providing administrative support, including photocopying, scanning, printing, filing, and arranging documents. • Carrying and delivering files, documents, letters, and other official communications between various offices and departments. • Ensuring the cleanliness and proper upkeep of the office premises, meeting rooms, and common areas, in coordination with the housekeeping staff, wherever applicable. • Performing any other duties assigned by the Management or the Competent Authority from time to time.
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 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 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 23.11.2026.

03/11/2026

Dated: 03.11.2026

AO (HR-Staff Matters)

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
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