भारतीय प्रबंध संस्थान, कोषिक्कोड़
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O, Kozhikode -673570
Telephone: 0495- 2809160/366

RECRUITMENT OF ADMIN. ASSOCIATE ON CONTRACT

Notification No.C-87/2026-IIMK.HR

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for **one position of Admin. Associate on contract** at IIMK-Kochi Campus, presently housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Admin. Associate in Management Development Programmes (MDP) will be the key admin resource staff who manage the operational part of corporate training and consulting practices at IIMK Kochi Campus. Their primary role will be of administrative and commercial nature connected with training and consulting projects and will be responsible to organize and coordinate all administrative activities of such programmes.

Essential Qualifications	**Educational Qualification:** Masters' / Bachelors' degree in any subject. (MBA or Bachelor of Commerce is preferred.) **Experience:** Administrative Experience of one year in respect of Post-Graduates, and two years in respect of Graduates. In addition, the candidate should have • Excellent oral & written communication skills in English • Proficiency in MS Office especially MS Excel • Proficiency in using internet and email **Desirable** Proficiency in LMS and other online platforms like Zoom
Consolidated Monthly Remuneration	Rs.27,800/- (Including accommodation allowance of Rs.3,500/- and telephone allowance of Rs.300/-)
Maximum Age Limit	35 years (Age relaxation as per Govt. of India rules)
Job Description	**Administrative Functions** • To Create schedule as per plan for training or consulting programmes and liaison with faculty and participants • Be the point of contact for program coordinators and teaching faculty to create and implement the class schedule. • To collect, enter or update course outlines and other description of courses and programmes in database or LMS as required. • To Create class links on online platforms like WebEx, Zoom, Teams etc. as per schedule and monitor and support classes if required • Be the Point of contact for participants and programme coordinators to organise and conduct the programme.

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	• Coordinate with the programme office or relevant departments including IT, infrastructure, security, housekeeping and other support services; to organise and ensure that the arrangements for classes, faculty travel and hospitality of faculty/participants are done without fail. • Coordinate the operational aspects of the programme with the client representatives. • Assist in preparation of budgets, budget variance notes etc. Create noting for administrative approvals. • Coordinate with Vendors; Collect vendor quotes, compare process and create purchase orders, coordinate & monitor for receiving of items, payments and stock. **Other** • Training/consulting programmes customised for clients may require classes or activities to be scheduled and conducted during daytime, late evenings, or weekends. The staff concerned may be required to be available accordingly, and the necessary flexibility in duty timings will be provided to align with the scheduled class activities.

General Information and Conditions:

1. Interested and eligible applicants may apply online at the careers page of the Institute website https://iimk.ac.in/ latest by **5:00 p.m of 02.12.2026.**
2. In case of any technical difficulty, candidates may contact cc@iimk.ac.in or hr@iimk.ac.in.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
4. Candidates are requested to upload their certificates (SSLC onwards), CV, photograph, Final mark lists, Experience certificates and signature as per format prescribed on the online portal.
5. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
6. Canvassing in any form will be a disqualification.
7. 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.
8. The engagement to the above position will purely be on contract basis initially for a period of 6 months. Extension, if any will be subject to job requirements and performance.
9. Applications will be screened and shortlisted candidates alone will be interviewed. Time slots will be communicated by e-mail. The interview may be conducted either online or offline (at IIM Kozhikode's Kochi Campus), as decided by IIMK.
10. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
11. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 02.12.2026.

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12/11/2026

Dated: 12.11.2026

AO (HR-Staff Matters)