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-89/2026-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.

Essential Qualifications	**Educational Qualification:** Masters'/ Bachelors' degree in any subject. **Experience:** Administrative Experience of one year in respect of Post-Graduates, and two years in respect of Graduates.
Consolidated Monthly Remuneration	Rs.27,800/- (Including accommodation allowance of Rs.3,500/- and telephone allowance of Rs.300/-)
Maximum Age Limit	35 years
Skills required	1. Ability to communicate in English – Oral and Written. 2. Ability of noting and drafting independently. 3. Exposure to work in computerized environment, especially Microsoft Office tools (Excel, Word, Power point etc.) 4. Candidates should be result-orientated and able to work under pressure to achieve targets. 5. Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds. 6. Ability to undertake clerical work on academic administration.
Date & time of Interview	To be decided later.
Job Location	Kochi

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 PM of 07.12.2026.**
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.
10. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
11. Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
12. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 PM of 07.12.2026.

17/11/2026

Dated: 17.11.2026

AO (HR-Staff Matters)

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
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