



भारतीयप्रबंधसंस्थानकोषिकोड

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-15/2025-IIMK.HR

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

Essential Qualification & Experience	Post Graduation with minimum two years of experience in handling academic content (books/ articles/reports etc.)with respect to editorial duties and managing office administration in a reputed Educational Institute or any Govt. / Private Organization. <u>OR</u> Graduation with minimum three years of experience in Clerical duties handling academic content (books/ articles/reports etc.) with respect to editorial and managing office administration in a reputed Educational Institute or any Govt. / Private Organization. <i>(In addition, the candidates should be proficient in</i> (i) Editorial work of academic content including proof-reading, citation checking, formatting and editing in MS office (ii) Good Communication proficiency in English (Both written and verbal) and Hindi. (iii) Good drafting skills. Skills in filming interviews and editing interview videos is desirable but not mandatory
Consolidated Monthly Remuneration	Rs. 24,300/- (including Rs.300/- towards telephone allowance)
Maximum Age Limit	35 years
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 01.04.2025**.
2. Candidates are requested to upload their photograph, certificates 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 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; through video conference. 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 01.04.2025.

Dated: 11.03.2025


11/03/2025
AAO (HR-Staff Matters)

