

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA
IIITM-K, TECHNOPARK, THIRUVANANTHAPURAM 695 581
KERALA, INDIA

Phone: 0471-2700777, 2527567

[An Autonomous Institution under Govt. of Kerala]



IIITMK/0017/2018

August 29, 2018

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is a postgraduate autonomous academic institute established by the Government of Kerala. The institute is actively involved in postgraduate education, research, R&D in the areas of Information Technology, Cyber Security, Embedded Systems and Informatics. More information is available at www.iiitmk.ac.in

IIITM-K invites the applications from suitable candidates for the following posts under its Kerala Block chain Academy (KBA) initiative. The appointment will be initially for a period of 6 months and will be renewed based on the performance.

Position	Qualifications and Remuneration
<p style="text-align: center;">Accounts Assistant (Post-1) Job Code: ACCA/KBA/08/2018</p>	<p>Qualification: MCom with 2 year experience or MBA (Finance) with 3 years experience.</p> <p>Experience in Tally is mandatory.</p> <p>Desirable: Thorough knowledge of GST, Income Tax, Bill processing-filing, Finalization of Company Accounts and other statutory compliance;</p> <p>Duties and Responsibilities: Responsible for finalization of Accounts, Works contract bills, Statutory Compliance, Internal Audit, Statutory Audit and AG Audit coordination, GST, Income Tax and E filing.</p> <p>Age : 36 years as on 30.6.2018</p> <p>Remuneration: Rs. 20,000/- to 25,000/- per month, depending on the experience and qualifications (consolidated).</p>
<p style="text-align: center;">Admin Assistant (Post-1) Job Code: AA/KBA/08/2018</p>	<p>Qualification: MBA(HR Specialization) from a recognized university/Institute</p> <p>Desirable: 3 years experience from a reputed educational Institution in administration</p> <p>Age : 36 years as on 30.6.2018</p> <p>Remuneration: Rs. 20,000/- to 25,000/- per month, depending on the experience and qualifications (consolidated).</p>
<p style="text-align: center;">Multitasking Staff (Post-1) Job Code: MTS/KBA/08/2018</p>	<p>Qualification: Degree from a recognized university/Institute</p> <p>Desirable: 2 year experienced from a reputed Institution</p> <p>Age : 28 years as on 30.6.2018</p> <p>Remuneration: Rs. 15,000/- to 18,000/- per month, depending on the experience and qualifications (consolidated).</p>

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA
IIITM-K, TECHNOPARK, THIRUVANANTHAPURAM 695 581
KERALA, INDIA**

Phone: 0471-2700777, 2527567

[An Autonomous Institution under Govt. of Kerala]



How to Apply

Interested candidates meeting the eligibility requirements may send a soft/scanned copy of the application in the prescribed format as an attachment to kba.admin@iiitmk.ac.in or the physical copy of the application to **The Registrar, IIITM-K, IIITM-K Campus, Technopark, Kariyavattom PO, Trivandrum -695581**. If you are sending the physical copy of the application, please superscribe the envelope with “**Application for**”. Applications that are not in the prescribed format will be rejected. Please produce original certificates and experience certificates along with one set of copy at the time of certification verification/Interview.

Last date of receipt of application: 10 September 2018. The employer reserves the right not to fill up the posts if suitable candidates are not found. Mere fulfilling the minimum criterion may not entitle anyone to be considered. Canvassing in any form would lead to automatic disqualification. Only the shortlisted candidates will be called for interview. No TA/DA will be provided to attend the interview.

Sd/-

Registrar