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REQUIRES

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, like Machine Learning, Block Chain, Cyber Security, Data Analytics, Informatics etc. More information is available at www.iiitmk.ac.in.

IIITM-K invites applications from interested candidates for the following position on contract basis, initially for a period of six months.

Position	Qualifications and Remuneration
<p>Executive Assistant-Admission (1 posts)</p>	<p><u>Qualification:</u> Post graduate with first class from a recognized university.</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Good Communication and interpersonal skills. Ability to work well both independently and in a team environment. • Knowledge of MS Office (Word/ Excel) and familiarity with basic computer related tasks. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Post graduate qualifications in management/corporate communications/ public relations • 3 year relevant experience in an academic environment preferably related to students counselling services or marketing of education programs/ professional services or assisting in admission process . • Exposure to digital marketing and social media will be an added advantage. <p><u>Remuneration:</u>Rs.25,000/- to 30,000/- per month (consolidated) depending on qualifications and relevant experience.</p> <p><u>Age Limit:</u> Below 36 year as on date of notification.</p>



Interested candidates meeting the eligibility requirements may send a soft/scanned copy of the application in the prescribed format as attachment to jobs@iiitm.ac.in or the physical copy of the application to **The Registrar, IITM-K, IITM-K Campus, Technopark, Kariyavattom PO, Trivandrum -695581**. If you are sending the physical copy of the application, please superscribe the envelope with “**Application for the post of**”. 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:12 February 2019.

Only candidates meeting the specified qualifications and meeting the criteria will be short-listed for the final selection process. 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