

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/0081/20201

6/07/2021

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, Cyber Security, Embedded Systems and Informatics. More information is available at www.iiitmk.ac.in

IIITM-K invites applications from eligible candidates for the post of **Finance Assistant**. The appointment will be initially for a period of one year and will be extended based on the performance.

Position	Qualifications and Remuneration
Finance Assistant (Post-1) Job Code: FA/072021/0081	<p>Qualification: CA/ICWAI (Inter) with 5 years' experience or MBA (Finance) with 8 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: 35 years as on advertisement date</p> <p>Remuneration: Rs. 35,000/- to 40,000/- (consolidated) per month, depending on the experience and qualifications.</p>

Applications shall be submitted on-line latest on 16 July 2021. The application can be had from www.iiitmk.ac.in/careers. Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

Employer reserves the right not to fill up the posts if suitable candidates are not found. Mere fulfilling the minimum criterion does not entitle anyone eligible to be considered. The remuneration is given in the range will be fixed as per their experience and performance during the interview. Canvassing in any form would lead to automatic disqualification.

Sd/

Registrar