

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT - KERALA

IIITM-K, TECHNOPARK, THIRUVANANTHAPURAM 695 581
KERALA, INDIA phone: 0471-2700777, 2527567



No. IIITMK/0536 /17

11/08/2017

The Indian Institute of Information Technology and Management - Kerala (IIITM-K), was set up in 2000 by the Government of Kerala to be the State's premier institute in teaching and research in Information Technology and related disciplines. The institute is currently accepting application for following post from interested candidates on contractual basis initially for a period of six months which may be extended upon satisfactory performance.

Position	Qualifications and Remuneration
Receptionist cum Admin Assistant	<p>No of Posts: One</p> <p>Essential Qualification : 1) Graduation with at least second class from a recognized University.</p> <p>2) Working Knowledge in MS Office, MS Excel ,Email etc, good written & communication skills</p> <p>Essential: 1-2 Years experience in front office/administration.</p> <p>Remuneration: Rs 19,950/- Per Month, (Consolidated)</p> <p>Age Limit :36 yrs</p>

Interested candidates meeting eligibility requirements may send applications in the prescribed format attached with relevant details and self-attested copies of testimonials regarding qualifications and work experience to: The Manager, (F&A), IIITM-K, IIITM-K Campus, Technopark, Karyavattom PO, Trivandrum - 695581. Please superscribe the envelope with "Application for post applied....."

Last date of receipt of application: 25th August, 2017. Employer reserves the right not to fill up the posts if suitable candidates are not found. Canvassing in any form would lead to automatic disqualification.

Sd/-
Manager (Finance &
Administration)