



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
AND MANAGEMENT – KERALA**

*(An Autonomous Institute Established by the Govt. of Kerala)*

**IIITM-K Building , Technopark Campus  
Thiruvananthapuram – 695 581, Kerala  
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**No. IIITMK/0557/17**

**5<sup>th</sup> October 2017**

**Walk-in-Interview for Selection to the Post of Secretary (on contract)**

Qualification & Experience	<ul style="list-style-type: none"><li>• Graduate with six years of experience in Office Management</li><li>• Proficiency in Computer operation and knowledge in software packages relevant to Office Management</li><li>• Candidate who have worked under a Head of Government Department / Government undertaking with proficiency in dictation would be preferred.</li></ul>
Nature of Job	Manage Secretarial and administrative support services for a high level administrative official
Nature / Period of Employment	Temporary for a period of one year
No. of Vacancy	One
Remuneration	Based on qualification, experience & communication skill
Age	Not above 36 years
Time and Date of Interview	11.00 AM on 14.10.2017
Venue	IIITM-K, Technopark, Karyavattom PO, Trivandrum – 695 581
Reporting time	10.30a.m.
Requirements	<ul style="list-style-type: none"><li>• Proven work experience as a secretary or administrative assistant</li><li>• Familiarity with office organization and optimization techniques</li><li>• High degree of multi-tasking and time management capability</li><li>• Excellent written and verbal communication skills</li><li>• Must have a good speed in typing and taking of notes</li><li>• Integrity and professionalism</li><li>• Proficiency in MS Office</li><li>• Ability to coordinate meetings, conferences and day to day activities</li><li>• Perform other administrative duties</li><li>• Must have a valid two wheeler driving licence</li></ul>

Interested candidates may appear for a Walk-in-interview along with bio-data, original and attested copies of certificates to prove their age, qualification, experience etc.

Director