



No. IIITMK/125/2024

Date : 31.12.2024

NOTIFICATION

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is a postgraduate autonomous Institute established by the Government of Kerala. The Institute is actively involved in entrepreneurship, product development and research in the area of electronics and IT. For more information about the institute please visit the website, www.iiitmk.ac.in.

IIITM-K, on behalf of its various projects Atal Incubation Centre, Maker Village and Grand Challenge invites applications from prospective candidates with the following qualifications and experience for the below-mentioned post for a period of three-year contract for externally funded projects.

Name of Post -	Description
Chief Executive Officer (CEO) (No of Positions - 1) Job Code - CEO/122024/153	<p>We are seeking a dynamic and accomplished professional to lead our Atal Incubation Centre's operations, drive the execution of innovative incubation programs, and establish strategic directions for long-term success. The ideal candidate will possess a blend of technical expertise, leadership acumen, and entrepreneurial vision to transform early-stage startups into successful growth-stage enterprises.</p> <p>Key Responsibilities:</p> <p>Strategic Leadership:</p> <ul style="list-style-type: none">• Develop and implement the strategic roadmap for the incubation center, aligning with the directives of the Governing Board and ensuring well-defined deliverables, timelines, and financial benchmarks.• Steer the incubator towards becoming an independent,



self-sustaining, and innovative organization.

Operational Excellence:

- Oversee the daily operations and budgetary management of the incubation center.
- Establish efficient processes and guidelines to ensure the success of the incubator and its startups.

Ecosystem Development:

- Foster collaborations with national and international stakeholders to adopt and implement best practices in incubation.
- Build partnerships with academia, research institutions, industry players, and funding organizations to create a robust startup ecosystem.

Startup Support:

- Guide early-stage startups toward scalability and growth, enabling access to prototyping facilities, test beds, markets, and pilot implementation opportunities.
- Build a high-performing team with expertise in mentoring startups, developing business strategies, facilitating investments, and creating valuable networks.

Sustainability and Innovation:

- Drive the incubator's efforts to provide cutting-edge resources and support for startups in the electronics and semiconductor industries.
- Promote innovation and ensure startups are equipped with the tools and connections needed to succeed globally.

Required Qualifications

Essential: B.Tech/MSc in electronics or equivalent

Desirable - MBA in operations/systems, or MTech/Ph.D. in Electronics or related fields



Experience

Minimum 5 years of experience in the electronics industry or relevant research organizations. Research experience gained during MTech/MBA or Ph.D. theses can be considered toward the experience requirement.

Location

Trivandrum

Age Limit

Maximum 45 years as of the notification date (relaxation for reserved categories).

Remuneration

Rs. 78,800 - Rs 2,09,200 per month based on the experience and recommendation of the committee

(Travel benefits as per the Level 10 of 7th CPC).

Name of Post - Program
Manager (No of Positions -
upto 2)
Job Code - PM/122024/154

Description

We are seeking highly skilled and strategic professionals who coordinate and oversee multiple projects to ensure they align with an organization's goals and can support the center's operations.

Roles & Responsibilities

- Collaborate with cross-functional teams to coordinate activities, allocate resources, and monitor program progress.
- Work with startups in the program according to the frameworks and mechanisms as outlined by the Incubator leadership team. Monitor business performance of portfolio start-ups, interface with other stakeholders and



provide industry connects

- Work towards overall startup community mobilisation and reach out
- Ensuring coordination with relevant team members within the organisation for participation across events.
- Interact and maintain relationships with portfolio companies, mentors and partners.
- Ensure preparation of necessary portfolio reports for both internal and external purposes.
- Work closely with CEO to design and implement best in class incubation policy, systems and frameworks for prospective startups, spinoffs, entrepreneurs and founders
- Lead the process of selecting and admitting startups into the program
- Manage the Incubation program's budget, ensuring efficient allocation of resources

Required Qualifications

Essential: B.Tech/MSc in electronics or equivalent

Experience

Minimum 1 years of experience in the electronics industry or relevant research organizations. Research experience gained during MTech/MBA or Ph.D. theses can be considered toward the experience requirement.

Location



	<p>Trivandrum</p> <p>Age Limit</p> <p>Maximum 40 years as of the notification date (relaxation for reserved categories).</p> <p>Remuneration</p> <p>Rs. 56,100 - 167800 per month based on the experience and recommendation of the committee</p> <p>(Pay to be fixed based on the experience as assessed and recommended by the interview committee)</p> <p>(Travel benefits as per the Level 9 of 7th CPC).</p>
<p>Name of Post - Finance Officer (No of Positions - 1)</p> <p>Job Code - FO/122024/155</p>	<p>Description</p> <p>We are seeking highly skilled professionals who can be responsible for ensuring that all financial matters are handled responsibly and legally.</p> <p>Roles & Responsibilities</p> <ul style="list-style-type: none"> • Develops and maintains financial systems • Prepare and maintain accurate financial records, ledgers, and journals • Prepares reports and documents covering accounting transactions for management review and ensures that accurate records are kept by standard practices • Monitors budget performance, expenditure control and invoicing procedures to collect money owed by clients/customers • Monitor cash flow and liquidity, identifying and addressing any discrepancies or issues.



- Assist with internal and external audits, including the preparation of audit schedules and responses to audit inquiries
- Collaborate with other departments to provide financial guidance and support.

Required Qualifications

Essential: MCom/BCom with CA/CMA Inter

Experience

Four years' post qualification experience in relevant field and MCom/BCom+ CA/CMA inter candidates should have completed articleship

Location

Trivandrum

Age Limit

Maximum 40 years as of the notification date (relaxation for reserved categories).

Remuneration

Rs. 78,800 - Rs 209,200 per month based on the experience and recommendation of the committee

(Travel benefits as per the Level 10 of 7th CPC).

Name of Post - Scientist

(Electronics and/or RF Engineering)

(No of Positions - upto 1)

Job Code - SERF/12024/156

Description

We are seeking highly skilled professionals who can promote scientific discoveries and solve challenges in the areas of electronics, semiconductors, and chip design.



Roles & Responsibilities

- Working in close collaboration with a team to develop projects for development enabling seed investment, grant funding, or progression with industry or partners.
- Deliver high-quality scientific insight and program support in relation to building translational science projects
- Identifying early-stage innovations, advancing ideas, and developing projects to a point where they become attractive for follow-on investment, or development by industry
- Lead the efforts for developing, evaluation and identifying new IPs and translational R&D projects.
- Establishing and maintaining links with relevant researchers and other academic institutions
- Providing quality scientific expertise on how to structure and progress translational projects
- Defining and supporting of delivery of project milestones and effective project decision-making
- Influence the developing culture of translatable science across the institute through contributions to the training programme
- Familiarity with EDA tools.
- The incumbent will lead the collaborative activities with EDA companies such as Synopsys and foundries such as Skywater/TSMC etc.

Required Qualifications



Essential: PhD in Electronics or related areas or those who are M.Tech with 3 years experience and have at least three IEEE journal papers shall also be considered.

Experience: Time spent obtaining a doctorate degree (up to three years) or postdoctoral research (up to three years), as certified by the head of the university/department where research is conducted along with evidence of publication outputs in Q1/Q2 ranked journals, shall be counted as experience.

Location

Trivandrum

Age Limit

Maximum 40 years as of the notification date (relaxation for reserved categories).

Remuneration

Rs. 78,800 - Rs 2,09,200 per month based on the experience and recommendation of the committee
(Travel benefits as per the Level 10 of 7th CPC).

Name of Post - Scientist

(Electronics/Materials and/or Biomedical Engineering)

(No of Positions - upto 1)

Job Code -
SEMB/122024/157

Description

We are seeking highly skilled professionals who can promote scientific discoveries and solve challenges in the areas of medical electronics, semiconductors, and chip design.

Roles & Responsibilities

- Working in close collaboration with a team to develop projects for development enabling seed investment, grant funding, or progression with industry or partners.
- Deliver high-quality scientific insight and program support



in relation to building translational science projects

- Identifying early-stage innovations, advancing ideas, and developing projects to a point where they become attractive for follow-on investment, or development by industry
- Lead the efforts for developing, evaluation and identifying new IPs and translational R&D projects.
- Establishing and maintaining links with relevant researchers and other academic institutions
- Providing quality scientific expertise on how to structure and progress translational projects
- Defining and supporting of delivery of project milestones and effective project decision-making
- Influence the developing culture of translatable science across the institute through contributions to the training programme.

Required Qualifications

Essential: PhD in Electronics/Materials/Chemical Engineering or related areas or those who are M.Tech with 3 years experience and have at least three journal papers shall also be considered.

Experience: Time spent obtaining a doctorate degree (up to three years) or postdoctoral research (up to three years), as certified by the head of the university/department where research is conducted along with evidence of publication outputs in Q1/Q2 ranked journals, shall be counted as experience.

Location



	<p>Trivandrum</p> <p>Age Limit</p> <p>Maximum 40 years as of the notification date (relaxation for reserved categories).</p> <p>Remuneration</p> <p>Rs. 78,800 - Rs 2,09,200 per month based on the experience and recommendation of the committee (Travel benefits as per the Level 10 of 7th CPC).</p>
<p>Name of Post - Research Assistant (full-time or part-time)</p> <p>(No of Positions - upto 2)</p> <p>Job Code - RA/122024/158</p>	<p>Description</p> <p>We are seeking highly skilled professionals who can assist in scientific discoveries and solve challenges in the areas of electronics, semiconductors, and chip design.</p> <p>Roles & Responsibilities</p> <ul style="list-style-type: none"> • Support working in close collaboration with a team to develop projects for development enabling seed investment, grant funding, or progression with industry or partners. • Support deliver high-quality scientific insight and program support in relation to building translational science projects • Support identifying early-stage innovations, advancing ideas, and developing projects to a point where they become attractive for follow-on investment, or development by the industry • Support the efforts for developing, evaluating, and identifying new IPs and translational R&D projects.



- Support establishing and maintaining links with relevant researchers and other academic institutions
- Support providing quality scientific expertise on how to structure and progress translational projects
- Support defining and supporting of delivery of project milestones and effective project decision-making
- Support influence the developing culture of translatable science across the institute through contributions to the training program.

Required Qualifications

Essential: Completed or studying final year of MSc or B.Tech/M.Tech in Electronics or related areas having at least one journal/two conference papers in any of the IEEE Society flagship conferences/journals shall also be considered.

Location

Trivandrum

Age Limit

Maximum 40 years as of the notification date (relaxation for reserved categories).

Remuneration

Rs.37,000 per month + HRA (for those with M.Tech qualifications)

Rs.31,000 per month + HRA (for those with M.Sc/B.Tech qualifications)

Rs 25,000 per month for those who are full-time enrolled in the final year thesis of M.Tech program who joins on a part-time basis and Rs 20,000 for those who are full-time enrolled in the final year project of B.Tech/M.Sc program who joins on a part-time basis. Such candidates will be selected as Research



	<p>Assistant (Part-time) and will be moved to Research Assistant (full-time) once degree is obtained</p> <p>(Travel benefits as per the Level 6 of 7th CPC)</p> <p>(Pay to be fixed based on the experience as assessed and recommended by the interview committee)</p>
<p>Name of Post -</p> <p>Compliance and Audit Consultant (No of Position - 1)</p> <p>Job Code - CAC/122024/159</p>	<p>Description</p> <p>We are seeking an experienced professional who can support the organization with their financial situations by providing personalized advice and strategies</p> <p>Required Qualifications</p> <p>Essential:</p> <p>Bachelor's or Master's degree in Commerce, Finance, Accounting, or a related field. Professional Certifications (preferred):</p> <ul style="list-style-type: none"> • Chartered Accountant (CA) or • Certified Internal Auditor (CIA) or • Cost Accountant (CMA) <p>Essential Experience</p> <ul style="list-style-type: none"> • At least 8 years of auditing experience in India • Proven expertise in handling audits related to Indian financial regulations, taxation, and compliance. • Familiarity with statutory audits, internal audits, and risk assessments. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct detailed audits, including financial, operational, and compliance audits, to ensure accuracy and adherence to laws and regulations. • Review and analyze financial records, internal controls,



and systems to identify potential risks and inefficiencies.

- Prepare comprehensive audit reports with actionable recommendations for improvement.
- Ensure compliance with Indian regulatory standards, including GST, Income Tax, Companies Act, and other relevant laws.
- Coordinate with cross-functional teams and management to address findings and implement corrective actions.
- Stay updated on changes in regulatory and compliance requirements, adapting audit practices accordingly.
- Assist in developing audit programs, policies, and procedures to strengthen internal control frameworks.
- Evaluate the effectiveness of risk management practices and recommend measures to mitigate identified risks.
- Support and mentor incubated startups in the financial and accounting matters

Skills

- In-depth knowledge of **accounting principles (IND AS), auditing standards, and tax laws** in India.
- Proficiency in audit tools, accounting software (e.g., Tally, SAP, QuickBooks), and MS Excel.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent written and verbal communication skills for drafting audit reports and presenting findings.
- Ability to work independently and manage multiple assignments under tight deadlines.
- Collaborative and team-oriented mindset.

Location

Trivandrum

Age Limit



	<p>Maximum 60 years as of the notification date (relaxation for reserved categories).</p> <p>Remuneration</p> <p>Rs. 78,800 - Rs 209,200 per month based on the experience and recommendation of the committee</p> <p>(Travel benefits as per the Level 10 of 7th CPC).</p>
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How to Apply

Applications shall be submitted before **4:00 PM on-line latest by 15th January, 2025.**

The application can be had from www.iiitm.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.

Other TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year. However, the term may be extended further based on the performance and project requirements.
2. The candidate must ensure that he/she possesses the required qualifications and experience for the post.
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand canceled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. IIITM-K has the right to reject the candidature of any candidate at any stage and the decision of IIITM-K will be final.
5. IIITM-K has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITM-K shall be final in this regard. Canvassing in any form will lead to disqualification.
6. No TA/DA shall be provided to the shortlisted candidates
7. All appointments are subject to the financial sanction from the funding authority

Director

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



