INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA
(An Autonomous Institute Established by the Govt. of Kerala)
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IIITMK/127/2025   Date: 02.01.2025

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 Atal Incubation Centre invites applications from prospective candidates with the following qualifications and experience for the below-mentioned post for a period of three-year contract.

| Name of Post - Associate Program Manager

(No of Positions - upto 2)
Job Code - PM/012025/160 | **Qualifications & Experience**

Essential:

• A **graduate degree in any discipline** from a recognized university or institution.

Preferred:

• A **Master of Business Administration (MBA)** in any specialization is highly desirable, indicating advanced management and coordination skills.

Experience:

• A minimum of **6 years of professional experience**, ideally in managing, coordinating, or executing projects across diverse domains such as industry or academia.

• Prior exposure to **incubation programs**, **startup ecosystems**, or **government-backed initiatives** is highly advantageous.

• Experience in preparing reports, managing documentation, |

and working with multiple stakeholders.

Key Responsibilities

1. **Program Execution and Coordination:**

   - Oversee the execution of all program-related activities, ensuring alignment with organizational goals and stakeholder expectations.

   - Act as the primary liaison between the organization and **incubated startups**, providing them with support, guidance, and resources to foster growth and innovation.

2. **Stakeholder Management:**

   - Maintain consistent communication and coordination with **government agencies** and other stakeholders involved in the programs.

   - Represent the organization in discussions, negotiations, and collaborative activities with external parties.

3. **Documentation and Reporting:**

   - Manage all aspects of **project documentation**, ensuring accuracy and timeliness.

   - Regularly update **portals and databases** related to programs, maintaining transparency and compliance with reporting standards.

   - Compile detailed reports for stakeholders, summarizing progress, challenges, and recommendations.

4. **Event and Meeting Management:**

   - Organize and coordinate **meetings, proposal screenings, and evaluation sessions**.

   - Facilitate smooth operation of evaluation processes, ensuring all relevant parties are informed and engaged.

   - Prepare **meeting minutes**, document key takeaways, and draft follow-up action plans to ensure accountability.

5. **Operational Support and Innovation:**

   - Continuously identify areas of improvement within program operations and suggest innovative solutions to enhance efficiency and outcomes.

   - Foster a collaborative environment among incubated startups and stakeholders to encourage knowledge sharing and mutual growth.

Desirable Traits and Skills

- Strong **project management skills**, with the ability to multitask and manage priorities efficiently.

- Excellent **written and verbal communication** skills, particularly in preparing reports, presentations, and official correspondence.

- Proficiency in using **project management tools** and software for documentation and tracking.

- A detail-oriented approach with the ability to meet tight deadlines and maintain accuracy.

- Demonstrated ability to work collaboratively with diverse teams and stakeholders across various sectors.

Work Environment

The Associate Program Manager will operate in a dynamic and fast-paced environment, engaging with startups, government representatives, and other stakeholders to drive the success of organizational programs. The position offers an excellent opportunity to make a tangible impact in the innovation and entrepreneurship ecosystem.

Salary	Rs 47600 - Rs 151100 per month 7th CPC Level 8 travel benefits
Other benefits	Take part in consultancy projects. Product development activities and take up research grants.
Age limit	45 years, relaxable as per the reservation norms

Name of Post -	The IIITMK floated the Scheme of "Emeritus Fellowship" in order to provide an opportunity to the superannuated Faculty/Scientist/Engineers who have been actively engaged in research and teaching programmes in the preceding years to undertake research.
Emeritus Fellowship	
(No of Positions - upto 1)	
Job Code - EF/012025/161	

Qualifications & Experience

Essential:

Highly qualified and experienced, superannuated teachers of recognized universities/ colleges/institutions.

Key Responsibilities

- The Emeritus Fellow is expected to conduct research in their field of specialization.

- Continue to engage in research, knowledge exchange, pedagogic research, and/or other scholarly activities, to which the University will be listed as the affiliated institution on any publications

- Staff and student mentoring

- Advise and contribute to postgraduate and undergraduate teaching programmes, as appropriate

- Support and advise on the development of innovative applications

- The Emeritus Fellow is required to submit a report on their research work.

- The Emeritus Fellow is required to submit a research paper published during their tenure.

- Develop and maintain strategic links and partnerships with external

- Advise and support on proposals to secure research, consultancy and other grants and awards

- Raise public awareness of the IIITMK's work and wider national and international profile

Salary	Rs 30000 - Rs 200000 per month As recommended by the fellowship committee depending on the nature of engagement.
Other benefits	Take part in consultancy projects. Product development activities and take up research grants.
Age limit	63 years and employment term cannot exceed 65 years

How to Apply:

Applications shall be submitted before 4:00 PM on-line latest by 20th January 2025. 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 the 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 the 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.