



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA
(An Autonomous Institute Established by the Govt. of Kerala)
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IIITMK/154 /2025

Date: 26.03.2025

NOTE

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is a postgraduate autonomous academic Institute established by the Government of Kerala. The focus of the institute is to promote entrepreneurship and research in electronics and IT. For more information about the institute please visit the website, www.iiitm.ac.in.

IIITM-K, on behalf of Atal, Grand Challenge and ESDM Maker Village 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 - Program Manager (No of Positions - 3)	Description We are seeking highly skilled and strategic professionals who coordinate and oversee multiple projects to ensure they align with an organization's goals who can support the center's operations. Roles & Responsibilities <ul style="list-style-type: none">• 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
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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 with 10 years of experience

OR

MTech in Electronics with 7 years of experience

OR

PhD in Management/Social Science/Engineering

Location

Trivandrum



Age Limit

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

Remuneration

Rs. 80,000 per month based on the experience.

Name of Post - Investment
Manager (No of Positions -
1)

Description**Roles & Responsibilities**

- Manage investment portfolios, assess risks, and develop strategies.
- Conduct research on potential investments and analyze market trends.
- Maintain relationships with invested companies and report to the Board.
- Develop risk management strategies and improve investment processes.
- Draft and implement investment strategies, financial reports, and policies.

Required Qualifications**Essential:**

Bachelor's degree in any discipline. If under graduation is not in finance/commerce or management, Post-Graduation in Finance is mandatory.

Experience:

- At least 7 years in portfolio management or related investment roles; experience in startup/SME investments is a plus.
- Mandatory work experience in a corporate environment.

Location

Trivandrum/Kochi

Age Limit

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

Remuneration

Rs. 80,000 per month based on the experience.

Name of Post - Business Development Manager (No of Positions - 1)

Description

Roles & Responsibilities

- Lead marketing, partnership development, and fundraising for Maker Village.
- Increase visibility through events, social media, and strategic alliances.
- Engage with stakeholders like government bodies, industry associations, investors, etc.
- Drive business development and fundraising efforts for startups.
- Monitor growth metrics, refine marketing strategies, and support smooth incubator operations.



	<p>Required Qualifications</p> <p>Essential: Bachelor's degree with an MBA from a premier institute (IIMs or similar)</p> <p>Experience: At least 1 year experience in sales, marketing, or startup incubator roles, with knowledge of digital marketing and commercial law.</p> <p>Location</p> <p>Trivandrum/Kochi</p> <p>Age Limit</p> <p>Maximum 40 years as of the notification date (relaxation for reserved categories).</p> <p>Remuneration</p> <p>Rs.70,000 per month based on the experience.</p>
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How to Apply:

Applications shall be submitted through <https://forms.gle/9HCx4dmdzcqV1jsr5> before 4:00 PM on-line latest by 10th April 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.

