



IIITMK/ 154/2025

Date: 21.04.2025

**NOTIFICATION**

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-k.ac.in](http://www.iiitm-k.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.

<p>Name of Post - Scientific Administrative Assistant (No of positions - 1)</p>	<p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"><li>• Prepares and processes travel advances/claims and expense reimbursement claims for faculty members using online expense system; assists faculty member's researchers, students, and visitors in travel and expense claim preparation</li><li>• Assists with purchase of equipment and supplies for research groups</li><li>• Ensures that researchers and research staff are compliant with UW policies and procedures</li><li>• Assists with preparation of payroll forms for research staff, students, appointments of Post-Doctoral Fellows and visiting scholars</li><li>• Prepares cover sheets and gathers required documents so work orders for project accounts can be requested</li><li>• Provides general administrative support for faculty</li></ul>
---	---



	<p>members</p> <ul style="list-style-type: none"> <li>Assists with special projects and other duties as assigned by the Research Coordinator and facultyMembers</li> <li>Coordinates arrangements for special events, conferences, seminars, lectures and industry/researcher/student meetings; this includes scheduling, catering, preparing and disseminating agenda packages or other materials</li> <li>Transcribes minutes of meetings as required Maintains and orders coffee supplies for research groups and meetings</li> </ul> <p><b>Required Qualifications</b></p> <p>Graduate Degree in any Discipline</p> <p><b>Experience</b></p> <p>Minimum 2 year office Clerical experience/Administrative matter in any Government/Quasi Government Institutions/ Universities/PSU/R&amp;D Centres.</p> <p><b>Location</b></p> <p>Trivandrum/Kochi</p> <p><b>Age Limit</b></p> <p>Maximum 35 years as of the notification date (relaxation for reserved categories).</p> <p><b>Remuneration</b></p> <p>Rs. 25960/- pm</p>
<p>Name of Post - Research Assistant (full-time or part-time)</p> <p>(No of Positions - upto 2 )</p>	<p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support working in close collaboration with a team to</li> </ul>



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 with focus on one or more of the following areas: (1) VLSI, (2) Electronic Materials, (3) Printed Circuit Boards, and (4) RF and/or Microwaves

### **Location**



	<p>Trivandrum/Kochi</p> <p><b>Age Limit</b></p> <p>Maximum 40 years as of the notification date (relaxation for reserved categories).</p> <p><b>Remuneration</b></p> <p>Rs.37,000 per month + HRA (for those with MTech qualifications)</p> <p>Rs.31,000 per month + HRA (for those with MSc/BTech qualifications)</p> <p>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 BTech/MSc program who joins on a part-time basis. Such candidates will be selected as Research Assistant (Part-time) and will be moved to Research Assistant (full-time) once degree is obtained</p> <p>(Pay to be fixed based on the experience as assessed and recommended by the interview committee)</p>
--	---

#### How to Apply:

Applications shall be submitted through <https://forms.gle/9HCx4dmdzcqV1jsr5> before 4:00 PM on-line latest by 30<sup>th</sup> April 2025. The application can be had from [www.iiitmk.ac.in/careers](http://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.

