**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA**
(An Autonomous Institute Established by the Govt. of Kerala)
**IIITM-K Building, Technopark Campus
Kariyavattom P.O. Thiruvananthapuram – 695 581, Kerala
Tel: 91-471 - 252756, 2700777: Fax: 2527568**
Home: www.iiitmk.ac.in

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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.iiitmk.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 - Project Administrator (HR & procurement) (No of Positions - 1)	**Description** We are seeking highly skilled candidates who can be responsible for overseeing recruitment, administrative tasks, strategic planning and entire support to the overall project activities. **Roles & Responsibilities** • Managing recruitment processes, including resume screening, scheduling interviews, and conducting background checks • Implement policies and procedures which supports the entire activities of the projects • Act as point of contact for the project team and facilitate communications • Foster positive relationships with stakeholders • Scheduling meetings and preparation of minutes • Preparation of proper documents, email correspondence and reports generation • Monitor project progress and address potential issues • Assist and Manage Procurement based on GFR norms • Support purchase and events related to the project

	• Working closely with the Chief Investigator and team for the smooth process of the projec **Required Qualifications** **Essential:** Bachelors in any discipline Experience - Minimum of 5 years experience in similar field Desirable: Previous work experience in armed services or government service. Having a Masters degree in a relevant area of expertise. **Location** Trivandrum **Age Limit** Maximum 55 years as of the notification date (relaxation for reserved categories) **Remuneration** Rs. 50,000 per month based on the experience.
Name of Post - IT Administrator (No of Positions - 1)	**Description** We are seeking highly skilled candidate who can responsible for maintaining and ensuring the reliable operation of an organization's IT infrastructure, including hardware, software, and networks **Roles & Responsibilities** • Monitoring and maintaining networks and servers. • Upgrading, installing and configuring new hardware and software to meet company objectives.

- Implementing security protocols and procedures to prevent potential threats.

- Creating user accounts and performing access control.

- Performing diagnostic tests and debugging procedures to optimize computer systems.

- Documenting processes, as well as backing up and archiving data.

- Developing data retrieval and recovery procedures.

- Designing and implementing efficient end-user feedback and error reporting systems.

- Supervising and mentoring IT department employees, as well as providing IT support.

Required Qualifications

Essential: Bachelor's Degree in Computer Science or Electronics or IT with 10 years experience or Diploma in Computer Science or Electronics or IT with 15 years

Location

Trivandrum

Age Limit

Maximum 50 years as of the notification date (relaxation for reserved categories).

Remuneration

Rs. 55,000 per month based on the experience.

Name of Post - Project Assistant - Electronics I (No. of Positions — 2)	**Description** We are seeking skilled candidate who can responsible for assists in designing, testing, and evaluating electronic circuits, systems, and

(No of Positions - upto 3) Project Assistant - Electronics II/III (No of Positions - upto 3)	devices, often working in a lab environment and also supports the documentation and trainings related to the works **Roles & Responsibilities** • Design, develop, and execute system validation tests for hardware sensors and embedded systems, • Collaborate with cross-functional teams to identify and resolve system-level issues • Proficient in programing languages, or HDL or PCB tools. Have good understanding of electronics basics for developing and assisting in variety of events, and activities. • Analyze and interpret test results, providing detailed reports and recommendations for improvement • Participate in the development of test plans, test cases, and test procedures • Work closely with hardware engineers to understand system design and provide feedback on testability and manufacturability • Stay up-to-date with industry trends and emerging technologies in system validation • Closely work with the team to coordinate the trainings, workshops and events **Required Qualifications** **Essential:** Any Bachelor's Degree **Location** Trivandrum/Kochi **Age Limit** Maximum 40 years as of the notification date (relaxation for reserved categories).

	Remuneration - Rs. 15,000 per month based on the experience for those with a 3 year non-technical bachelor's degree. - Rs. 20,000 per month based on the experience for those with a 4 year technical bachelor's degree or MSc. - Rs. 25000 per month based on the experience for those with a MTech.

How to Apply:

Applications shall be submitted through https://forms.gle/9HCx4dmdzcqV1jsr5 before 4:00 PM on-line latest by 21.06.2025. 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

8. The positions will be re-advertised if sufficient high quality applications are not received or selected as part of the selection process.

Director

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