

NOTIFICATION

The Indian Institute of Information Technology and Management – Kerala (IIITMK) is an autonomous institution established by the Government of Kerala with a vision to advance knowledge and innovation in the fields of Information Technology and Electronics Innovation & Research Excellence, Entrepreneurship Development, Product Development, Academic & Industry Collaboration. IIITMK continues to play a pivotal role in shaping Kerala's digital future, empowering students, researchers, and entrepreneurs to transform ideas into impactful solutions.

For more information about the institute, please visit the website, www.iiitmk.ac.in.

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

Date(s) of Interview : 10.02.2026 (Tuesday) and 11.02.2026 (Wednesday) from 9.00 AM onwards.

Description

We are seeking a dynamic and accomplished professional to lead our Centre of Excellence (CoE) on IIoT Sensors 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.

Key Responsibilities:

Strategic Leadership:

- Develop and implement the strategic roadmap for the incubation centre, 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 organisation

Operational Excellence:

- Oversee the daily operations and budgetary management of the incubation centre.



Name of Post :

Chief Executive Officer (CEO)

CoE on IIoT Sensors

(No of Positions - 1)

Job Code -IIITMK/HR/IIoT/CEO/012026

Date of Interview : 10.02.2026 from 09:00 AM

Submission of online Application : Till 12.00 PM on 09.02.2026

- 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 organisations 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

4-year Undergraduate Degree or Masters Degree

Desirable-

MBA/MSc in operations/systems, or MTech/PhD.

Experience

Minimum 5 years of experience in the industry or government departments or a leadership role in startups. Research experience gained during MTech/MBA or PhD theses can be considered



toward the experience requirement.

Location Trivandrum/Kochi

Age Limit

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

Remuneration

Rs. 1,20,000 per month

Description

We are seeking highly skilled professionals who can be responsible for ensuring that all financial matters are handled responsibly and legally.

Roles & Responsibilities

- Prepares budgets, financial forecasts, advises Director & Board Response to Departmental communications & needs.
- Ensures compliance with CAG, GFR, Kerala Treasury rules; liaises with auditors
- Approves and finalizes Balance Sheets, Income & Expenditure Statements
- Oversees tendering, contract approvals, vendor payments, PFMS, Treasury payments, Bill Discounting etc
- Supervises salary disbursement, employee benefits, tax compliance
- Advises on financial viability of projects, grants, endowments
- Identifies financial risks, ensures transparency and accountability

Required Qualifications

Master's Degree in Commerce/ Finance/ Management

or

Professional qualifications such as CA, ICWA, or MBA (Finance) from a recognised institution (preferred).

Experience

Name of Post – Finance Officer

(No of Positions - 1)

Job Code - Job Code -IIITMK/HR/FO/012026



Date of Interview : 10.02.2026 from 09:00 AM

Submission of online Application : Till 12.00 PM on 09.02.2026

- At least **05–15 years** of professional experience in finance/accounts in government(preferred), autonomous institutions, or reputed organisations.

- **Minimum 2-5 years** in a senior supervisory role (e.g., Assistant/Deputy/ Manager Finance Officer/Chief Accounts Officer).

Candidate with strong practical exposure/knowledge will have added advantage.

Location Trivandrum

Skills & Knowledge

- Strong grasp of government accounting rules, auditing standards, and financial regulations.
- Familiarity with taxation, procurement, and fund management in higher education/research,/government funded project institutions.

Age Limit

Maximum 55 years as of the notification date

Remuneration

Rs. 90,000 per month

Description

We are seeking highly skilled professionals who can be responsible for ensuring that all financial matters are handled responsibly and legally.

Roles & Responsibilities

- Reports to FO; supports the finance division
- Provides data and analysis to support FO's decisions
- Assists in implementing budgets and



monitoring expenditure

- Prepares audit schedules, reconciles accounts, supports compliance documentation
- Drafts reports, maintains ledgers, prepares vouchers and statements
- Processes invoices, maintains procurement records, assists in tender documentation
- Executes payroll processing, maintains employee financial records
- Ensures accuracy of entries, prevents clerical errors
- Execution, record-keeping, and operational support

Name of Post – Assistant Finance Officer

(No of Positions - 1)

Job Code - Job Code -IIITMK/HR/AFO/012026

Date of Interview : 10.02.2026 from 09:00 AM

Submission of online Application : Till 12.00 PM on 09.02.2026

Required Qualifications

Bachelor's Degree in Commerce/ Finance/ Accounting or

Preference for CA (Inter), ICWA (Inter), or MBA (Finance).

Experience

- **3-5 years** of professional experience in accounts/finance in government (preferred), autonomous institutions, or similar organizations or other organisations
- Exposure to budget preparation, Government grants, Government procurement rules, etc.

Candidate with strong practical exposure/knowledge will have added advantage.

Skills & Knowledge

- Strong knowledge of double-entry accounting, statutory compliance, and financial reporting.
- Ability to manage payroll, procurement, and internal audit systems
- Familiarity with GST, Income Tax, and other



statutory filings.

Age Limit

Maximum 55 years as of the notification date

Remuneration

Rs. 56,000 per month

Location: Trivandrum

Description

The Customer Engagement Manager will be responsible for managing and strengthening relationships with customers and government stakeholders, ensuring effective coordination, communication, and delivery of engagement initiatives. The role primarily focuses on customer and stakeholder engagement, supported by government coordination, event execution, logistics management, and recruitment oversight.

Required Qualifications

The position requires a professional with a minimum of 8 years of combined experience in customer engagement, government interaction, event management, logistics, and recruitment.

Key Responsibilities

Customer & Stakeholder Engagement (Primary Responsibility)

- Act as the primary point of contact for customers, government departments, and institutional stakeholders.
- Build and sustain strong engagement with government officials and key customers.
- Develop and implement customer engagement strategies to improve satisfaction and service delivery.
- Handle customer issues, escalations, and feedback in a timely and structured manner.
- Government & Institutional Engagement
- Coordinate with central and state government departments for programme



Name of Post: Customer Engagement Manager

(with Government Liaison & People Coordination Responsibilities)

Job Code : IIITMK/HR/CEM/012026

Date of Interview : 11.02.2026 from 09:00 AM

Submission of online Application : Till 12.00 PM on 10.02.2026

execution, reviews, and compliance.

- Manage official communication, meetings, and documentation.
- Represent the organisation in government meetings, workshops, and review forums.

Event & Logistics Management

- Plan and execute customer engagement events, workshops, conferences, and outreach programmes.
- Manage end-to-end logistics, including vendors, venues, travel, accommodation, and materials.
- Ensure events are delivered within timelines and approved budgets.

Recruitment & Workforce Coordination

- Coordinate recruitment of engagement and support staff as required.
- Support onboarding, deployment, and HR documentation.
- Liaise with HR/Administration teams to ensure adequate manpower for engagement activities.

Reporting & Performance Monitoring

- Prepare customer engagement reports, stakeholder interaction summaries, and event performance updates.
- Track key performance indicators related to customer satisfaction and engagement outcomes.
- Submit periodic reports to management and government stakeholders.

Qualifications & Experience

Essential Qualification

A four-year engineering undergraduate degree

Preferred Qualifications



Postgraduate qualification (MBA/ PGDEMA/
PGDM/ MSc/ M.Tech)

Experience

Minimum 8 years of combined professional experience in:

Customer/stakeholder engagement

- Engagement with Government departments or public-sector institutions
- Organising events, workshops, or large-scale programmes
- Logistics coordination
- Recruitment and workforce management

Key Skills & Competencies

- Strong customer and stakeholder relationship management skills
- Excellent communication and coordination abilities
- Ability to work in government-facing and multi-stakeholder environments
- Strong organisational and problem-solving skills
- Proficiency in MS Office and reporting tools

Remuneration

Rs. 56,000 per month

Age Limit

Maximum 45 years as of the notification date

Work Environment

Office-based role with frequent engagement with customers and government stakeholders

Travel for meetings, events, and field coordination may be required

Equal Opportunity Statement

The organisation is an equal opportunity employer and encourages applications from all qualified



candidates.

Location: Trivandrum

Description

We are seeking highly skilled professionals who can promote scientific discoveries and solve challenges in the areas of **RF/VLSI Design/Material Science**

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 the 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 or material simulations or experimental work.
- The incumbent will lead the collaborative

**Name of post-Scientist
(RF/VLSI Design/Material Science)**

(No of Positions - upto 1)

Job Code - Job Code -IIITMK/HR/SCT/012026

**Date of Interview : 11.02.2026 from 09:00
AM**

Submission of online Application : Till



activities with EDA companies such as Synopsys and foundries such as Sky water/TSMC etc. Previous work experience in 2D materials will be added advantage

Required Qualifications

Essential:

(A) PhD in Electronics or related areas, or those who are MTech with 3 years' experience and have at least three IEEE journal papers, shall also be considered.

OR

(B) PhD in Material Science or related areas, or least three SJR Q1 journal papers, shall also be considered.

Experience:

A minimum 3 years total work experience is needed. Time spent obtaining a doctorate (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 45 years as of the notification date

Remuneration

Rs. 78,800 per month.

Description

We are looking for a reliable and organized Office Assistant to support our administrative team and maintain an efficient office environment. The ideal candidate will have excellent organizational skills, effective communication abilities, and a proactive attitude. If you are detail-oriented, efficient, and capable of multitasking, we want to hear from you!

Roles & Responsibilities

- Answer and direct phone calls in a courteous



Name of Post- Executive Assistant

(No of Positions - upto 1)

Job Code-IIITMK/HR/OA/012026

Date of Interview : 11.02.2026 from 09:00 AM

and professional manner.

- Handle incoming and outgoing correspondence, including emails, letters, and packages.
- Organize and maintain office files, records, and documents.
- Order and manage office supplies to ensure continuous availability.
- Assist with data entry, document preparation, and other clerical tasks.
- Coordinate and schedule meetings and appointments.
- Greet visitors and provide assistance as needed.
- Support administrative staff with various tasks and projects.
- Maintain office cleanliness and organization.
- Handle basic bookkeeping tasks, such as expense tracking.
- Assist in preparing reports, presentations, and spreadsheets.
- Ensure confidentiality of sensitive information.
- Collaborate with team members to support business operations.
- Perform other related duties as assigned by management.

Requirements & Skills

- Proven experience as an Office Assistant, Administrative Assistant, or in a similar role.
- Excellent organizational and multitasking abilities.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Familiarity with office equipment such as printers, scanners, and fax machines.



- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.
- High school diploma or equivalent; additional qualifications are a plus.
- Positive attitude and willingness to learn and adapt.

Required Qualifications

- Graduate in any discipline from a recognized and reputed University/Institution with 60% marks.
- Additional qualification of Degree/Diploma in Office Management will be preferred

Experience:

- 3 to 5 years experience in any reputed organisation.
- Well-versed with computer applications- MS Office (Word/Excel/Power Point) & use of AI tools.

Age Limit

Maximum 35 years as of the notification date

Location:Trivandrum

Remuneration

Rs. 20,000-30,000 per month

HOW TO APPLY

- Applications may be submitted online using the link : <https://forms.gle/9HCx4dmdzcqV1jsr5>
- Candidates are required to complete the application form by providing all necessary details.
- An updated CV/resume must be uploaded as part of the application.
Ensure that all information provided is accurate and up to date before submission.

Note : Separate Call Letters will NOT be sent to the candidates for the Interview. Candidates fulfilling the eligibility criteria and applied for the post may attend the interview on the given date & time at their own arrangement.

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 cancelled. If any shortcomings are detected after the appointment, his/her services are liable to be terminated.
4. IIITMK has the right to reject the candidature of any candidate at any stage, and the decision of IIITM-K will be final.
5. IIITMK 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 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.

