

IIITMK/9/HR IIITMK/2026

07.07.2026

PROJECT RECRUITMENT NOTIFICATION

IIITMK, an institution under the Government of Kerala and registered as a Section 8 company with the Registrar of Companies, is actively involved in entrepreneurship, product development, and research in the area of electronics and IT. The company is presently located at Technopark, Trivandrum.

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

Applications are invited from eligible prospective candidates with the following qualifications and experience for the below-mentioned post for a period of a one-year contract for externally funded projects and extended further based on the performance and project requirements.

How to apply

Details with regard to positions are provided as under. Applications, along with the latest curriculum vitae, for the above positions may be applied through the link given below

<https://forms.gle/WnYpNUygqYt9Vq3NA>

The last date for applying for the positions is 15.07.2026

Name of Post : Finance Officer under ESDM Project (No of Positions - 1) Job Code - IIITMK- Finance Officer- 2026	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 and financial forecasts and advises the Director & Board on responses to Departmental communications & needs.
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- Ensures compliance with CAG, GFR, Kerala Treasury rules, SPM, GeM and liaises with auditors
- Preparation, presentation & finalization of financials for a not-for-profit organization in compliance with MCA-ROC & government rules.
- Oversees tendering, contract approvals, vendor payments, PFMS, Treasury payments, Bill Discounting, etc
- Supervises salary disbursement, employee benefits, and tax compliance
- Advises on the financial viability of projects, grants, and endowments
- Identifies financial risks, ensures transparency and accountability
- Project accounting, Branch accounting, etc.

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

- At least 07–15 years of professional experience in finance/accounts in government (preferred), autonomous institutions, or reputed organizations.
- Minimum 2-5 years in a senior supervisory role (e.g., Assistant/Deputy/ Manager Finance Officer/Chief Accounts Officer).

Location

Trivandrum

Skills & Knowledge

- Strong grasp of government accounting rules, auditing standards, and financial regulation.
- Familiarity with taxation (direct & indirect), procurement, and fund management in higher education/research/government-funded project institutions.

Age Limit

Maximum 50 years as of the notification date.
Age relaxation as per norms

Remuneration

Rs. 90,000 per month



Name of Post : HR Associate under ESDM Project
(No of Positions - 1)
Job Code - IIITMK-HR Associate-2026

About the Role

We are looking for a passionate and enthusiastic HR Fresher to join our Human Resources team. The candidate will gain hands-on experience across recruitment, employee engagement, onboarding, HR operations, and coordination activities while supporting the overall HR function

Key Responsibilities

- Assist in sourcing candidates through job portals, social media, and other recruitment channels.
- Screen resumes and shortlist candidates based on job requirements.
- Schedule and coordinate interviews with candidates and hiring managers.
- Support onboarding and joining formalities for new hires.
- Maintain employee records and HR documentation
- Assist in employee engagement and organizational activities.
- Coordinate with candidates and employees regarding HR-related queries.
- Help maintain HR databases and trackers.
- Support attendance, leave management, and other HR operations.
- Ensure timely follow-ups with candidates throughout the recruitment process.

Required Skills

- Good verbal and written communication skills with strong interpersonal and coordination abilities.
- Basic knowledge of HR and recruitment processes.
- Proficiency in MS Office (Excel, Word, PowerPoint).
- Strong organizational and time-management skills.
- Ability to multitask and work in a fast-paced environment.
- Positive attitude and willingness to learn.

Required Qualifications

A degree or MBA/PGDM in Human Resources along with basic knowledge of HR processes, labor laws, and HRMS tools

Experience

0 - 5 years.

Age Limit

Maximum 35 years as of the notification date. Age relaxation as per norms

Remuneration



	Rs. 30,000 per month
	Location: Trivandrum/Kochi
Name of Post: Procurement Officer under ESDM Projects (No of Positions - 1) Job Code - IIITMK-Procurement Officer-2026	About the Role The Procurement Officer is responsible for executing procurement activities based on PRs from R&D and production. The role includes obtaining quotations, negotiating prices, issuing purchase orders, and ensuring timely material delivery to support project and production requirements while maintaining proper documentation and cost control. Key Responsibilities Procurement Management: Oversee procurement processes in line with government rules and organizational policies. Vendor Development: Identify and engage vendors, particularly those aligned with R&D and startup initiatives. Compliance Oversight: Ensure adherence to procurement regulations, financial guidelines, and audit requirements. Should have thorough knowledge in GeM, GFR, tendering, and Stores Purchase Rules (SPM). Innovation Support: Facilitate procurement of cutting-edge technologies, services, and infrastructure for startups and research projects. Educational Qualification: Bachelor's degree in Commerce, Business Administration, Engineering, or related field. A Master's degree or professional certification in procurement/supply chain management will be an added advantage. Experience Experience: Minimum 5–10 years of relevant experience in procurement, preferably in government, R&D institutions, or startup-focused organizations. Hands-on operational experience with the Government e-Marketplace (GeM) portal and familiarity with public procurement guidelines. Remuneration ₹ 50,000 per month



	Age Limit Maximum 45 years as of the notification date.Age relaxation as per norms Location: Trivandrum
Name of Post: Senior Consultant- Construction Management under Technocity Project (No of Positions - 1) Job Code - IIITMK-Senior Consultant Construction Management-2026	About Role We are inviting applications for the position of Senior Consultant - Construction to provide expert guidance on planning, execution, and monitoring of construction projects. The consultant will ensure adherence to quality standards, timelines, and compliance with safety and regulatory requirements. Key Responsibilities Project Planning Prepare and review construction plans, designs, and estimates for R&D centres, incubation hubs, and startup facilities. Execution Oversight Supervise construction activities to ensure timely completion, quality standards, and compliance with government norms. Vendor & Contractor Management Liaise with contractors, vendors, and consultants to ensure efficient delivery of construction services. Compliance & Safety: Ensure adherence to building codes, environmental regulations, and workplace safety standards. Innovation Infrastructure Support the development of modern facilities tailored to startups, entrepreneurs, and R&D initiatives. Educational Qualification: • Bachelor's degree in Civil Engineering/ Architecture or related field. A Master's degree or professional certification in project management is desirable. Experience • Minimum 12 years of experience in construction project management, preferably in government, institutional, or innovation-focused infrastructure. Remuneration ₹ 75,000 per month



	Age Limit Maximum 65 years as of the notification date Location Trivandrum
Name of Post: Senior Consultant- R&D Projects under ICMR-DBT (No of Positions - 1) Job Code - IIITMK- Senior Consultant R&D Project-2026	About Role We are seeking a highly motivated Senior Consultant – R&D Projects to support the design, execution, and evaluation of research and innovation initiatives. The consultant will collaborate with project teams, stakeholders, and external partners to ensure high-quality research outputs that inform evidence-based decision-making. Key Responsibilities Research Design Develop methodologies, frameworks, and tools for research projects. Data Collection Coordinate surveys, interviews, and field studies ensuring accuracy and ethical compliance. Analysis & Reporting Conduct qualitative and quantitative analysis; prepare reports, briefs, and presentations. Stakeholder Engagement Liaise with partners, institutions, and communities to strengthen collaboration. Capacity Building Provide technical guidance and training to project staff and associates. Educational Qualification and Experience • M.Tech / Ph.D with a minimum of 15-20 years of work experience; certification in project management is desirable. Remuneration ₹ 1,35,000 per month Age Limit Maximum 65 years as of the notification date Location: Trivandrum



TERMS & CONDITIONS

- 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.
- The candidate must ensure that he/she possesses the required qualifications and experience for the post.
- 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.
- IIITMK has the right to reject the candidature of any candidate at any stage, and the decision of IIITM-K will be final.
- 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.
- No TA/DA shall be provided to the candidates.
- 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.

