



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT
KERALA**

Technopark, Trivandrum- 695581

RECRUITMENT NOTICE

Advertisement No. IIITMK/0058/2020

Dt. 03.09.2020

Indian Institute of Information Technology and Management-Kerala (IIITM-K), established by the Government of Kerala, invites applications for Academic Officer position on contract basis. Details are given below:-

Sl.No.	Category	Details
1	Name of the post	Academic Officer
2	Pay Scale	60,000 (Consolidated)
3	Number of post	One
4	Age Limit	45 years as on date of notification
5	Educational Qualifications and Experience	<ul style="list-style-type: none">• Master's degree in any subject with first class in graduation/Degree in Engineering with first class (minimum 60% marks) from a recognized university. <p><u>Experience:</u></p> <ul style="list-style-type: none">• At least five years' experience in supervisory or equivalent cadre in a University/Educational or Research Institution/affiliated Institutions with proven administrative capabilities with knowledge of office productivity tools.• The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other Departments / Universities / affiliated Universities for all academic/ administrative activities.• The incumbent is expected to handle independently functions related to student's admissions, enrollment, fee collection, Students wellbeing, conduct of examinations, assistance for Placement etc.• Leadership quality and requisite experience in rules and regulations concerning all matters pertaining of students' academic records, senate records and implementation of

		<p>senate decisions, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the computerization of office work.</p> <ul style="list-style-type: none"> • Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institute is desirable. <p><u>SKILLS</u></p> <ul style="list-style-type: none"> • Excellent oral, interpersonal, and written skills. • Problem-solving capability. • Capacity for prioritizing conflicting demands. • Acuity for balancing the normal demands of a range of work and responsibilities without disruption to other team members. • Ability to gather facts and to analyze situations objectively, accurately, and in an organized fashion. • Solid critical thinking skills to understand student and staff issues. • Excellent listening and questioning skills. • Attentive to deadlines. • Positive attitude and ability to plan and adapt to change. • Ability to collaborate effectively with various departments and cross-functional teams.
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GENERAL CONDITIONS:

1. Applications shall be submitted application before 5pm by 20 September 2020. The application can be had from www.iiitmk.ac.in/careers
2. For each of the qualification, professional experience, achievements, etc., documentary proof in the form of self-attested photo-copies is to be uploaded along with application. The applicants are also required to list names of at least two referees, who can testify their work experience, skills, achievements, and personal integrity.
3. All degrees/certificates should be from recognized University/institute.
4. The originals must be produced at the time of interview.
5. Incomplete applications / applications without necessary attachments may not be accepted.
6. Any misleading wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently also, the appointment will be cancelled.
7. The Screening committee shall short-list the eligible and desirable candidates, to be called for interview. Mere fulfillment of minimum qualification and experience requirements does not

entitle any candidate for a call for interview. A short listing criterion may be set higher than the minimum advertised.

8. The Institute reserves the right to offer a lower post and/or pay than that applied for by any candidate based on recommendation of the selection committee.
9. Persons employed in Government and Semi-Government organizations must apply through proper channel. 'No Objection Certificate' shall be submitted along with the application.
10. No interim queries regarding interview / selection process will be entertained.
11. Decision of the Selection Committee and the Board of Directors of IIITM-K with respect to the selection process is final. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Trivandrum.
12. The Institute reserves the right to call all the eligible candidates or short listed candidates for interview after screening by the Institute. The Institute also reserves the right to defer or cancel the selection process without assigning any reason thereof. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.
13. Applications, received after the due date will not be considered. The date and venue of the test /interview for short listed candidates shall be informed later through email.
14. The appointment will be initially for a period of 1 year which is renewable subject to performance and requirement.
15. Any form of canvassing will lead to disqualification of candidature
16. The short-listed candidates for the above-mentioned post will have to appear for the Screening process which may include written test and skill test. No TA/DA shall be paid to any of the candidates for attending the screening process.

HOW TO APPLY: -

- a) Application forms can be downloaded from the link provided in website <http://www.iiitmk.ac.in/careers>
- b) Interested candidates meeting the eligibility requirements may send a soft/scanned copy of the application in the prescribed format as an attachment to jobs@iiitmk.ac.in or the physical copy of the application to **The Registrar, Indian Institute of Information Technology and Management Kerala (IIITMK), Technopark, Trivandrum – 695581** and super scribed with “Application for the post of (Name of the post applied for) “_____ on contract” on the envelop. The last date of receipt of the application is 20/09/2020, before close of office hours.

**Sd/-
Registrar**