

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA
[An Autonomous Institution under Govt. of Kerala]
IIITM-K, TECHNOPARK, THIRUVANANTHAPURAM 695 581 KERALA, INDIA
Phone: 0471-2700777, 2527567, Email: jobs@iiitmk.ac.in



No. IIITMK/097/2022

08/08/2022

REQUIRES

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is a postgraduate autonomous academic institute established by the Government of Kerala. The Institute is actively involved in postgraduate education, research, and R&D in the areas of Information Technology. More information is available at www.iiitmk.ac.in

IIITM-K invites applications from eligible candidates for the following post under its Project Maker Village (the largest electronic hardware incubator and ESDM facility in the country). The appointment will be initially for a period of one year and is likely to be extended based on the performance.

Name of Post: Accounts Officer Job Code: AO/082022/102 No. of Vacancies: 1 no	Qualification: CA (Inter) with 8 years' experience. Experience in Tally is mandatory. Desirable: Thorough knowledge of GST, Income Tax, Govt. Accounting, Companies Act, Statutory Compliance, Budget Experience, etc. Duties and Responsibilities: Responsible to execute all finance and account-related activities of Maker Village. He/She will be responsible for the finalization of Accounts, Works Contract bills, Statutory Compliance, Internal Audit, Statutory Audit and AG Audit coordination, GST, Income Tax and E filing. He will be responsible to monitor the seed Loan and CCD Investment of IIITMK in various startup companies Age: 36 years as on the advertisement date Remuneration: Rs. 50,000/- to 55,000/- (consolidated) per month, depending on the experience and qualifications.
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How to Apply:

Applications shall be submitted online on or before **August 17, 2022**. 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 the 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.

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OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year and may be extended based on the performance and 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. IIITMK has the right to reject the candidature of any candidate at any stage and the decision of IIITMK will be final.
5. IIITMK has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITMK shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidate

**Sd/-
Registrar**