

IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

March 25, 2021

Advertisement for the post of Office Assistant (Administration)

About the company

IIT Palakkad has established IIT Palakkad Technology IHub Foundation (IPTIF) to facilitate the Technology Innovation Hub on Intelligent Collaborative Systems (TIH-ICS) setup at IIT Palakkad by NM-ICPS coordinated by the DST, Govt. of India. TIH-ICS, through IPTIF, plans to attract potential and harness expertise available nationwide, thus fostering research innovation, world-class technology and product development. IPTIF also plans to build linkages with research institutes and labs within and outside India. One of the primary goals of this company is to work in close collaboration with the industry to deliver commercial technology and products, and build a vibrant innovation ecosystem by providing a reliable platform for technology-based start-ups and entrepreneurs.

Scope of the job

Including but not limited to:

- Documentation, reports, printing
- Planning and organising programs
- Coordinating with resource people and entities
- Setting up meetings

Qualification

Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/ Institution.

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Experience

- At least 1 year of experience in office and administrative procedures.

Knowledge & exposure

- Computer skills such as email, excel, word, using Google drive, setting up video meetings.
- Written and verbal communication in English and one of Malayalam, Tamil, Hindi.

Emoluments & other terms

- Consolidated monthly emolument in the range Rs. 30000 - 40000/-; the exact amount will be fixed based on experience and skill-set.
- The initial appointment is for a period of one year (including a 3-month probation); can be extended based on performance.
- The selected candidate will have to join within one month from the date of the offer.

Location: Palakkad, Kerala

Application process

Interested aspirants can apply by visiting the following Google form **on or before 09 April 2021**.

Apply at <https://forms.gle/JDD6eS85MdHEP53j7>

Shortlisted candidates will be invited for interaction and interview.

IPTIF reserves the right to change the cut-off qualifications and experience for calling the candidates for an interview.

For any queries, please write to tih-ics@iitpkd.ac.in