

**Notification for Recruitment of Junior Assistant at the Career Development  
Centre, IIT Palakkad**

**Name of the Position** : Junior Assistant  
**Affiliation** : Career Development Centre (CDC) of IIT Palakkad  
**Number of Position** : 1 (One) UR  
**Consolidated Pay** : Rs. 25,000/-  
**Maximum Age** : Should not be over 30 years as on the date of advertisement

**Eligibility & Experience** : Bachelor's Degree with at least 60% marks or equivalent CGPA from a recognized University/Institution with at least One year of relevant experience. Preference will be given to those who have experience in handling administrative procedures.

**Knowledge & Exposure** : Computer skills such as handling email, powerpoint presentations and basic skills in excel, word, using Google drive, setting up video conferencing (Zoom/ Google meet/ Microsoft team etc.) etc. Written and verbal communication in English and local language will be preferred.

**Duration of Contract** : Initially for One year which may be renewed subject to satisfactory performance.

**Selection Procedure** : Online Interview. Shortlisting will be done based on the profile of candidates. The institute reserves the right to enhance the cut-off qualifications and experience for shortlisting the candidates for an interview.

Since this is an urgent requirement, the selected candidate will have to join the Institute within one month from the date of offer.

Candidates satisfying the required qualification and experience may submit their application via Google form ( <https://forms.gle/WtgNHV8MVvoDVFsh7> ), latest by June 15 2021, 1700 hours. No payment of fee is required for submitting the application.

For any queries, please write to [tpo@iitpkd.ac.in](mailto:tpo@iitpkd.ac.in)