

**Notification for Recruitment of Junior Assistant (Accounts) at the Centre for Industry Collaboration and Sponsored Research, IIT Palakkad**

**Name of the Position** : Junior Assistant (Accounts)  
**Affiliation** : Centre for Industry Collaboration and Sponsored Research (ICSR), IIT Palakkad  
**Number of Position** : 1 (One) UR  
**Consolidated Pay** : Consolidated monthly remuneration will be in the range of Rs. 25,000/- to Rs. 28,000/-. The exact amount will be fixed based on the experience and skill-set of the candidate.  
**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 in the accounting field. Preference will be given to Commerce graduates who have experience in handling administrative procedures, accounting and Tally.

**Knowledge & Exposure** : Computer skills such as handling email, PowerPoint presentations and basic skills in Microsoft Excel, Word, Google Drive and Maintaining Accounts in Tally. 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 and availability of funds.

**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 the 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/JFxsbc8ubhKknpup8> latest by June 15 2021, 1700 hours. No payment of fee is required for submitting the application.

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