

21 August 2026

Notification for Recruitment of Administrative Assistant
Research Park Foundation
Ref: IITPKD/2026/038/ICSR

- **Position:** Administrative Assistant
- **Location:** Palakkad, Kerala
- **Employment Type:** Full-time (Contractual)
- **About IIT Palakkad Research Park Foundation**

IIT Palakkad Research Park Foundation is a Section 8 not-for-profit organization governed by the Indian Institute of Technology Palakkad. The Foundation aims to build a world-class innovation ecosystem by integrating academia, industry, MSMEs, startups, and government. The Foundation facilitates research translation, technology commercialization, entrepreneurship, industry collaboration, and innovation-led economic development.

- **Role Summary**

IIT Palakkad Research Park Foundation is seeking a proactive and highly organized Administrative Assistant to support the organization's day-to-day operations. The role requires a detail-oriented individual who can efficiently handle routine administrative tasks, maintain records, coordinate office activities, and provide support to the team.

The position involves office administration, scheduling and coordinating meetings, documentation, procurement assistance, travel and logistics coordination, and general office support to ensure the smooth functioning of the organization.

- **Key Responsibilities:**

- Assist in day-to-day office operations and administrative activities to ensure the smooth functioning of the organization.
- Provide administrative support to the management team in routine operational activities.
- Coordinate meetings, appointments, official visits, travel arrangements, and institutional events.
- Prepare meeting agendas, record minutes of meetings, track follow-up actions, and maintain meeting records.
- Assist with procurement activities, including obtaining quotations, preparing purchase requests, coordinating with vendors, and maintaining inventory records.
- Liaise with vendors, suppliers, service providers, and other stakeholders for routine administrative and operational requirements.
- Handle documentation, record-keeping, and document management in both physical and electronic formats.
- Manage incoming and outgoing correspondence and office communication

- Perform other administrative and operational duties as assigned by the management from time to time.

Qualifications

Bachelor's degree in any discipline.

Freshers are encouraged to apply. Preference will be given to candidates with relevant experience.

- **Required Skills:**

- Excellent written and verbal communication skills in English.
- Good administrative, organizational, and documentation skills
- Strong interpersonal skills
- Strong computer skills and proficiency in Microsoft Office Suite, Google Workspace, and other office productivity tools.
- Ability to multitask, prioritize assignments, and meet deadlines in a dynamic work environment.
- High level of integrity, professionalism, and ability to maintain confidentiality.

- **Age Limit:** Maximum 40 years.

- **Salary:**

Consolidated monthly salary: Rs 20,000/per month (all-inclusive).

- The position is on contract for an initial period of 1 year, including a 3-month probation period. The contract may be extended based on performance and organizational requirements.
- Candidates available for immediate joining will be given preference.
- **Deadline for the Application:** 31 August 2026 (Monday)

CV to be submitted to the email ID **fc_researchpark@iitpkd.ac.in**
