



**Indian Institute of Information Technology &
Management- Kerala (IIITM-K)**

(An autonomous Institution established by the Govt. of Kerala)
IIITMK Building, Technopark campus,
Thiruvananthapuram – 695 581

No. IIITMK/ 0036 /2013

January 23, 2013

REQUIRES

The Indian Institute of Information Technology and Management - Kerala is set up in 2000 by the Government of Kerala to be the State's premier institute in teaching and research of Information Technology and related disciplines. The Institute offers post graduate programmes using state-of-the-art IT support and infrastructure. The following temporary positions are vacant to fill up:

1. Training and Placement Assistant (1 post)

Qualification & experience: Post Graduation in Management preferably with specialization in Human Resources Management with two years of experience: **Desirable:** Exceptionally good skills in oral and written communication. Experience in working with recruitment/training/HR/counseling functions in educational institutions/corporate organizations will be desirable. **Key responsibilities:** Create profiles of students, assist in identifying training needs of students and organize training programs, assist in identifying and contacting potential recruiters. **Remuneration:** Consolidated Rs. 12,000/- per month. Age : 35 years or less.

2. Laboratory Assistant – (1 post)

Qualification & experience: Diploma in Electronics / Computer Engineering / Hardware Maintenance with at least two years experience of supervising a computer laboratory. Should have fairly good knowledge of networking, hardware maintenance, systems administration, inventory management, software packages etc. **Remuneration:** Consolidated remuneration of Rs.10,000/- per month. Age: 35 years or less.

3. Purchase Assistant – (1 post)

Qualification & experience: M.B.A, (Materials Management preferred),
Age : Below 35 years, Remuneration: Rs. 10,000/- per month (consolidated).

The positions are on contract and temporary for a period of one year extendable based on project requirement and performance. Applications complete in all respects, in the prescribed form attached, along with photocopies of certificates should reach the office of the Manager on or before February 15, 2013 superscribing the envelope with “Application for post applied.....”

Sd/
Manager (F&A)