



No. IIITMK/0084/2021

22/10/2021

REQUIRES

Indian Institute of Information Technology and Management - Kerala [IIITM-K] is a postgraduate autonomous academic institute established by the Government of Kerala. The institute is actively involved in postgraduate education, research, R&D in the areas of Information Technology. More information is available at www.iiitmk.ac.in

IIITM-K invites applications from eligible candidates for the post of Accounts Officer on contract basis under ESDM project of the Institute. The appointment will be initially for a period of one year and likely to be extended based on the performance.

Job Code: AO/102021/084	Qualification: CA (Inter) with 8 years' experience. Experience in Tally is mandatory.
Name of Post: Accounts Officer	Desirable: Thorough knowledge of GST, Income Tax, Govt. Accounting, Companies Act, Statutory Compliance, Budget Experience etc.
No. of Vacancies: 1 no.s	Duties and Responsibilities: Responsible to execute all finance and account related activities of Maker Village. He/She will be responsible for finalization of Accounts, Works Contract bills, Statutory Compliance, Internal Audit, Statutory Audit and AG Audit coordination, GST, Income Tax and E filing. He will be responsible to monitor the seed Loan and CCD Investment of IIITMK in various startup companies
	Age: 36 years as on advertisement date
	Remuneration: Rs. 50,000/- to 55,000/- (consolidated) per month, depending on the experience and qualifications.

How to Apply:

Applications shall be submitted on-line latest on 5th November 2021. The application can be had from www.iiitmk.ac.in/careers. Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year and may be extended based on the performance and requirements.



2. The candidate must ensure that he/she possesses the required qualifications and experience for the post.
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand cancelled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. IIITMK has the right to reject the candidature of any candidate at any stage and the decision of IIITMK will be final.
5. IIITMK has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITMK shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidate

Sd/-

Registrar