



No. IIITMK/0132/2023

30/06/2023

NOTIFICATION

Indian Institute of Information Technology and Management Kerala (IIITM-K) is an autonomous institution established by the Government of Kerala in the year 2000 to impart higher education in IT and related areas. The Institute has been upgraded as Digital University Kerala in the year 2021. The Institute invites applications for the post of Chief Administrative Officer. Details are given below:-

Name of the Post	Chief Administrative Officer
Job Code	CAO/062023/132
Number of the Posts	01 No.
Pay & Allowances	Level - 13 as per 7 th CPC Pay scales plus allowances and other facilities as per IIITMK rules.
Age limit	The maximum age limit for the post shall be 50 years as on date of release of the advertisement.
Essential Educational Qualification	A University Degree / Bachelor of Law/LLB (Course from Institute/college recognized by Bar Council of India) /ACS (Course from Institute of Company Secretaries of India)/CA. Candidate with professional qualification is preferred.
Experience	15 years of experience working as Administrative Officer in Pay Level 11 or equivalent experience in Government / Industry. OR 8 years of experience working as Administrative Officer in Pay Level 12 or equivalent experience in Government / Industry.
Roles & Responsibilities:	Chief Administrative Officer is responsible for General Administration of Organization which includes assisting the Director in General Administration & Personnel Management, Vigilance Proceedings, Grievances, RTI matters, Handling the legal & Security matters, construction activities, Convening & Coordinating for various Assessment Committee, Preparation of Agenda notes and Minutes of the meetings and follow up action to implement its decisions etc. He/She will also be the Secretary to the Board of Directors. Candidates currently serving State / Central Government / PSUs can apply on deputation.



Period of probation, if any

Probation for the post will be initially for a period of 1 year, extendable to 5 years based on performance.

Instructions to the Candidates:

1. Applications shall be submitted **before 4:00 PM on-line latest by 23rd July, 2023**. The application can be had from www.iiitm.ac.in/careers.
2. IIITM-K has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITM-K shall be final in this regard
3. All the educational qualifications mentioned should be from a University/Institution/Board recognized by Govt. of India/approved by UGC/AICTE/State Governments. Mere fulfilling of minimum prescribed qualifications and experience will not entitle the candidates to be shortlisted for interview. In the event of number of eligible applications being large, IIITM-K reserves the right to shortlist the candidates to be called for further process as per academic merit and experience for the post in the ratio as determined by IIITM-K, which will be final and binding.
4. Reservation Rules are applicable for SC/ST candidates as per the Government of Kerala norms.
5. The posts carry service contribution/Leave /Medical benefits and allowances as per Government of India norms.
6. The candidates must bring all original certificates/testimonials at the time of the interview.
7. Incomplete applications / applications without necessary attachments may not be accepted.
8. Any misleading wrong information supplied by the candidates may lead to summary rejection of the application, if found subsequently also, the appointment will be canceled.
9. Persons employed in Government and Semi-Government organizations must apply through the proper channel. 'No Objection Certificate' shall be submitted along with the application.
10. No interim queries regarding interview/selection process will be entertained.
11. Canvassing in any form will lead to the rejection of the application form.
12. Decision of the selection committee and the Board of Directors of IIITM-K with respect to the selection process is final.
13. Candidates will have to appear for interview at their own cost, if called before a selection committee on the date and place which will be communicated to the candidates.
14. Applications, received after the due date will not be considered.
15. No TA/DA shall be provided to the shortlisted candidates.



Director