



IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

Ref: IPTIF/HR/Adv/2025/Temp

8th July 2025

Palakkad

Advertisement for the position of Junior Associate - Finance (Short Term)

About the company

IIT Palakkad has established IIT Palakkad Technology IHub Foundation (IPTIF) to facilitate the Technology Innovation Hub on Intelligent Collaborative Systems (TIH-ICS) setup at IIT Palakkad by NM-ICPS coordinated by the DST, Govt. of India. TIH-ICS, through IPTIF, plans to attract potential and harness expertise available nationwide, thus fostering research innovation, world-class technology and product development. IPTIF also plans to build linkages with research institutes and labs within and outside India. One of the primary goals of this company is to work in close collaboration with the industry to deliver commercial technology and products, and build a vibrant innovation ecosystem by providing a reliable platform for technology-based start-ups and entrepreneurs.

Job Description

Position: Junior Associate - Finance (Short Term)

Nature: Full-time, On-site

Location: Palakkad, Kerala

Start Date: Immediate

Context & Role: IPTIF over the past five years have supported multiple technology development projects, supported startups and entrepreneurship, conducted skill development programs and events and forged collaborations with National and International Organizations.

IPTIF, being a young organization with a small team, has an entrepreneurial work culture and we require the successful candidate to be adaptive, flexible, ready to operate under tight deadlines and be a good team player with ability to strategize and work independently. IPTIF has a short term leave vacancy to handle the finance and accounts department. The role will be reporting to the CEO/COO.

Key Responsibilities:

- Active role in Financial due-diligence process of IPTIF Investments



IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

- Work closely with Junior Associate (Accounts), Company Secretary and IPTIF appointed Auditors for Accounting, Auditing, Financial Management, Revenue Plan & Financial reporting to the funding agency, and statutory compliance.
- Preparing / verification of invoices, accounting ledgers, and supporting documents.
- Preparation of Balance Sheet, Profit & Loss statements, and budget forecasting.
- Preparation and submission of GFR 12A/B, SE, and Utilization Certificates (UC).
- Filing of statutory returns – GST, TDS, and other compliance forms within due dates.
- Working with PFMS, FCRA, and ensuring RoC compliance.
- Implementing standardized finance strategies, processes, and templates.
- Coordinating with auditors, company secretaries, banks, and government officials.
- Any other responsibilities deemed fit to be under Purchase & Finance of IPTIF as assigned by the COO.

Required Qualifications & Skills:

- Bachelor's degree in **Commerce, Accounting, or Finance**.
- Preferred: **CA-Inter, M.Com**, or certification in **GST, TDS, or PFMS**.
- 2 to 3 years of relevant experience in finance, accounting, or government project accounting.

Key Skills:

- Proficiency in **Tally, Excel**, and accounting software/tools, experience in PFMS is preferred.
- Strong understanding of **GST, TDS, GFR**, and **FCRA** compliance.
- Experience in preparing **Balance Sheets, P&L, Utilization Certificates, GFR 12A/B**, and other government formats.
- Ability to coordinate with **auditors, banks**, and **government authorities**.
- Familiarity with **RoC, FCRA**, and **statutory filing processes**.
- High attention to detail and strong documentation skills.

Emoluments & other terms

- Remuneration will be as per qualification and experience
- Duration of employment will be initially for **Six months** with a scope of extensions subject to performance and fund availability.
- The selected candidate will have to work on-site at Palakkad and join at the earliest.

Application process

Interested candidates can apply: <https://forms.gle/1UCwM33ohtsKw2a97>

For any further clarifications please send email to: manager-hr@iptif.tech