



IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

Ref: IPTIF/HR/Adv/2025/06

18th August 2025
Palakkad

Advertisement for the position of Program Associate / Executive – Skill Development

About NM-ICPS and TIH-ICS

The Union Cabinet approved the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) to be implemented by DST with a total outlay of Rs.3660 crore for a period of five years. The Mission aims to create a strong foundation and a seamless ecosystem for CPS technologies by coordinating and integrating nationwide efforts encompassing knowledge generation, translation research, technology and product development, human resource development, innovation & commercialization standards and international collaborations. To this end, a TIH on Intelligent Collaborative System (TIH-ICS) has been established at Indian Institute of Technology Palakkad.

About IIT Palakkad

Indian Institutes of Technology (IITs) are autonomous public institutions of national importance for higher education in engineering, science and technology. IIT Palakkad was announced by the Government of India in 2014, and began with a headstart in the very next academic year, 2015-16, with the support of IIT Madras. The academic program was launched by admitting students to the B. Tech. course in the disciplines of Civil Engineering, Computer Science & Engineering, Electrical Engineering and Mechanical Engineering. IIT Palakkad can already boast of a vibrant student and faculty community drawn from different parts of the country; it has truly emerged as a microcosm of India.

About the company

IIT Palakkad has established IIT Palakkad Technology IHub Foundation (IPTIF) as a section 8 company, 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



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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: Program Associate / Executive – Skill Development

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 is emerging as a leader in skill development domain in the region for technical and emerging technology sectors, leveraging the strengths of IIT Palakkad and extended training partnership network.

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 multi ability to strategize and work independently. The roles and responsibilities are described below.

The Program Associate / Executive – Skill Development is responsible for the day-to-day coordination and operational management of skilling programmes. The role involves outreach, learner support, training logistics, documentation, assessments, placement coordination, and compliance, ensuring that all activities are carried out effectively and in alignment with organizational goals.

Key Responsibilities:

- Generate leads by conducting outreach to educational institutions, executing digital campaigns, and making cold calls to mobilize and enroll students in the programme.



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- Coordinate and manage training implementation by setting up digital platforms (e.g., Zoom, LMS), organizing session schedules, and ensuring logistics readiness.
- Organize key programme events including student orientations, job fairs, workshops, and closing ceremonies, ensuring seamless execution and stakeholder coordination.
- Manage student lifecycle activities such as admissions, onboarding, cohort formation, and maintenance of individual learner records throughout the training cycle.
- Monitor daily attendance and track student engagement using appropriate digital tools and learning management systems to ensure consistent participation.
- Provide timely learner and trainer support by resolving queries via emails, calls, WhatsApp, or ticketing systems, ensuring a positive experience throughout the programme.
- Coordinate assessments by scheduling with trainers and assessors, ensuring proper communication, collecting results, and issuing certificates to successful learners.
- Maintain all programme-related documentation, including MoUs, attendance sheets, assessment records, event reports, and learner data in an organized and retrievable format.
- Ensure documentation compliance by preparing necessary files and reports required for audits, internal reviews, or funding partner evaluations.
- Support fee collection from students by maintaining accurate records and following up on payments, while also coordinating payment disbursement to training partners and trainers.
- Collect, compile, and analyze feedback from learners and trainers through surveys or interviews and prepare actionable reports to inform future improvements.
- Coordinate with industry partners to arrange internship and job placement opportunities, and collect placement records and testimonials for reporting and impact assessment.

Educational Qualifications and Required Skills

- Bachelor's/Masters degree in any discipline (preferably in Technology, Education, Management, or related fields)
- 0-5 years of experience in program coordination, operations, training delivery support, or administrative roles in the education, skilling, or development sector.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint) and Google Workspace (Docs, Sheets, Forms)
- Strong verbal and written communication skills in English; knowledge of regional language is a plus.
- Ability to multitask, manage priorities, and work in a fast-paced, dynamic environment.
- Willingness to travel occasionally for field visits, events, or partner coordination (if



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required).

Emoluments & other terms

- Remuneration will be as per qualification and experience
- Duration of employment will be initially for **One year** 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/YgwEVXataByXSMDn8>

Apply at the earliest: Closure of receiving the application will be with finding the right candidate.

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

IPTIF holds the right to stop receiving applications when we identify the right candidate.

Note: The title of the positions/ eligibility criteria/ skills required mentioned in the advertisements are tentative. IPTIF holds the right to modify any of the above notified terms / requirements, based on the received applications / suitability of the candidates and role requirements.
