



IIT PALAKKAD TECHNOLOGY IHUB FOUNDATION

(Incorporated under Section 8 of the Companies Act 2013)

Ref: IPTIF/HR/Adv/2026/005

21.04.2026

Palakkad

Advertisement for the position of Junior Associate - Accounts

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 - Accounts

Nature: Full-time, On contract, On-site

Location: Palakkad, Kerala

Start Date: 1st May 2026

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. The role will be reporting to the CEO/COO.

Key Responsibilities:

- Record and book financial transactions in accounting software after proper analysis of the nature of transactions
- Process and release approved payments to beneficiary accounts after verifying supporting documents and ensuring timely booking



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- Generate invoices for IPTIF's facilitation services and follow up for timely collection of dues
- Coordinate with banks for obtaining account statements, handling mandates, and other banking requirements
- Maintain organized physical records of all accounting and financial documents
- Ensure timely filing of statutory compliances including GST and TDS, and complete payments against generated challans
- Provide accurate documentation and support during internal and statutory audits

Required Qualifications & Skills:

- Bachelor's degree in Commerce / Accounting / Finance (B.Com preferred)
- 1–3 years of relevant experience in accounts and finance
- Working knowledge of accounting software (e.g., Tally, Zoho Books, or similar)
- Familiarity with GST and TDS regulations and filings
- Strong attention to detail and accuracy
- Good coordination and communication skills

Emoluments & other terms

- Remuneration will be as per qualification and experience ranging from INR 15,000/- to 25,000/- per month.
- Duration of employment will be initially for **1 year on contract basis** 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/rYW9aWqtp7OGLkhB8>

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