



Notification for Recruitment of Assistant Manager – International Relations - On Contract

Indian Institute of Technology Palakkad invites online applications for the below-mentioned post on contract basis:

Name of the Post: Assistant Manager – International Relations (On Contract)		
Sl. No.	Details	
1	No. of Posts	01 (One)
2	Desirable Qualifications and Experience	<p>Essential: Master’s degree in International Relations, International Business, Higher Education Management, or a related field from a recognized university/institution. A minimum of 60% marks or equivalent CGPA is desirable. Candidates with an MBA/PGDM must demonstrate specialization or substantial experience in internationalization or academic collaboration.</p>
3	Desirable Experience / Skills	<ul style="list-style-type: none"> • 3+ years of relevant experience in international collaborations, student affairs, or similar fields. Experience with Indian higher education systems, regulatory bodies, or internationalization initiatives preferred. • Excellent communication and networking skills, event coordination experience, and knowledge of foreign university systems. • Proficiency in Microsoft Office and database management systems. • Familiarity with ERP systems, CRM tools, or international student management systems is an asset. • Language Proficiency: Fluency in English; knowledge of additional foreign languages is an advantage.
	Key Responsibilities	<ul style="list-style-type: none"> • Develop and maintain collaborations with foreign universities, institutions, and organizations. • Coordinate international exchange programs for students and faculty. • Assist international students with admissions, visa processes, and campus life adaptation. • Organize international visits, events, and conferences. • Manage and expand partnerships with global academic institutions. • Promote IIT Palakkad’s international presence through strategic networking. • Maintain records of international engagements and prepare periodic reports.
4	Maximum Age	Not exceeding 40 years of age as of the closing date of application

5	Payscale	The consolidated monthly remuneration for this position will be in the range of Rs. 50,000/-, based on qualifications and experience, and as per institute norms.
6	Contract Period	Initially for one year, extendable based on performance and requirements
7	Work Location	IIT Palakkad
8	Selection Process	Shortlist based on resume, followed by written / practical test / interview

General Instructions to the Candidates

- The above positions are purely on contract basis.
- The completion of the period of the contract will not confer any right for further extension, regularization, Or permanency at the Institute.
- Candidates must be citizens of India.
- Housing, HRA and Travelling allowances will not be provided by the institute.

How to apply:

Candidates satisfying the required qualification and experience may submit their application [here](#).

The candidate is expected to join immediately after receiving the offer letter. The last date for submitting applications is **1600 hrs on 15th April 2025**.