



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	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.
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**.