



Innovation & Translation Facilitation Centre
Institute of Advanced Virology
Thonnakkal, Thiruvananthapuram - 695317

Advt. No: ITFC-IAV/Admin/01/2025-01

Dated : 24.02.2025

RECRUITMENT NOTIFICATION FOR ACCOUNTANT CUM ADMIN ASSISTANT

"Innovation and Translation Facilitation Centre - Institute of Advanced Virology" (ITFC-IAV) is established to create the infrastructure and environment required for promoting science and technology-based business activities in the domain of Bio-technology in general and Virology & Infectious Diseases in particular. ITFC-IAV invites application from the eligible candidates following temporary position.

Name of the post	Accountant cum Admin Assistant
Age Limit	Not more than 40 years as on 01.03.2025
Educational & other essential qualifications	(i) Master's Degree in Commerce/Accountancy (ii) Diploma/Certificate course in Computer based accounting/Tally (iii) Three years' work experience in similar position in Govt/ autonomous institution
Emoluments	Rs.25,000/- per month (consolidated)
No. of vacancies	One
Link to submit the online application	https://forms.gle/ds3twFAbWLe1NQFi6

Selection procedure:

Applications will be initially screened and short-listed based on the eligibility criteria followed by written test and/or personal interview of the candidates.

Last date of submission of online application: 10.03.2025; 10:00 AM

Notes:

1. Only those candidates fulfilling all the essential qualifications, and qualifying the screening by a duly constituted screening committee will be short-listed for further selection process.
2. The CGPA/Grade to % conversion formula (issued by competent authority) applicable for the degree awarding institution (wherever grading other than % is used) has to be submitted along with the application, if the formula is not already provided in the certificate/mark sheet.
3. The initial appointment will be for a period of one year and subsequent extensions will be based on the performance and organisation's requirement.
4. Canvassing in any form is not permitted and any interim enquiry will not be entertained.
5. The position is purely temporary; and selection to the position will not entitle the candidate any claim for future positions at ITFC-IAV (permanent or otherwise).
6. All the correspondences pertaining to this appointment will be through e-mail only and hence the candidates are requested to provide a valid e-mail ID.
7. The President ITFC-IAV reserves the right to decide on any matter related to the selection procedure, including cancellation of the selection process, if circumstances demand so.
8. The selected candidate is required to join within 15 days from the date of issue of appointment order.

S/d

President, ITFC-IAV