



Gateway To Your Future
Kuniya College
of Management and Technology
Approved by AICTE & Affiliated to
APJ Abdul Kalam Technological University

Administrative Officer Recruitment 2025 job notification announced by Kuniya College of Management and Technology , Periya , Kasaragod, Kerala for the 2025-2026 academic year. Eligible candidates may apply through Email.

Post Date: 13th September 2025

Hiring Organization:

Kuniya College of Management and Technology

Organization Profile:

Kuniya College of Management and Technology is committed to delivering excellence in management and technology education. With a focus on innovation, research, and industry collaboration, the institution nurtures future leaders equipped with strong academic foundations and practical skills. The college provides a dynamic academic environment supported by experienced faculty and modern infrastructure.

Job Title/Designation:

Administrative Officer – KTU and AICTE Documentation

Qualification & Experience:

- Graduate / Postgraduate in any discipline with strong administrative skills.
- Minimum 3–5 years of relevant experience in handling AICTE, UGC, and University (KTU or equivalent) documentation and approvals.
- Knowledge of compliance processes, accreditation, and academic audit requirements.

Candidate Profile:

Must have hands-on experience in preparing and submitting reports/documents to AICTE/University.

Ability to coordinate with statutory bodies and ensure timely compliance.

Excellent communication, documentation, and organizational skills.

Job Location:

Periya , Kasaragod, Kerala



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Pay Scale:

As per norms

Apply Mode:

Email

College Website:

<https://kuniyacollegeofmanagement.com>

How to Apply:

Interested and eligible candidates are requested to send their application with a scanned copy of all necessary certificates and a passport-size photograph to the following Email Address on or before **20/09/2025**.

Email Address to Apply: hr@kiu.org.in

Contact Address:

Kuniya College of Management and Technology
Periya Post, Kasaragod, Kerala, Pin -671320

Leekshmi Bhargava
13/09/25

PRINCIPAL
KUNIYA COLLEGE OF
MANAGEMENT AND TECHNOLOGY
Periya Post, Kasaragod, Kerala,
India, Pin-671320

