(An Institution of National Importance under MoE, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6313	Email: recruit@iiitdm.ac.in
IIITDMK/Admn/C/9 -2021	26 November, 2021

WALK IN INTERVIEW: 09 December 2021 & 10 December 2021
Engagement of Office Assistants, Accountant, Hostel Care Takers, Diploma Trainees

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Education, Government of India and is located at the outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

IIITDM Kancheepuram is presently offering undergraduate, postgraduate, dual-degree programmes in the areas of Computer, Electronics, Mechanical Engineering and interdisciplinary Ph.D programmes in core and applied areas of engineering. It functions with the vision to groom engineers with design and manufacturing skills. The institute gives a significant amount of emphasis for practice courses and theory concepts are also explored along with the relevant laboratory course.

IIITDM Kancheepuram invites candidates for the following temporary positions purely on **contract basis** for:

1. Name of the post	**Office Assistant**
No. of Vacancy	**04**
Date of Interview	**09.12.2021 ; 09: 30 AM**
Essential qualification	Graduate with at least one-year experience preferably in handling Office/Admin/Stores & Purchase related works.
Desirable Qualification	Basic knowledge on computer skills [MS Office, etc.] Good communication skills
Age limit	Not exceeding 30 years
Emoluments	Rs. 20,000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

2. Name of the post	**Accountant**
No. of Vacancy	**01**
Date od Inerview	**09.12.2021 ; 01:30 PM**
Essential qualification	B.Com Graduate with at least five years' experience in accounts related works and **TALLY SOFTWARE KNOWLEDGE**
Desirable Qualification	● M.Com or MBA in area of Finance & Accounts from reputed institutions or Chartered / Cost accountant along with Post Graduate qualification with requisite experience. ● Good knowledge in tally software ● Well versed in FR SR, General Financial Rules, Admin & Estt. Computer Accounting system with the knowledge of tally. ● Experience in handling Finance and Accounts / Auditing / in educational institutes / industrial establishment etc. ● Excellent in oral and written communication. ● Proficient in management with interpersonal skills.
Age limit	Not exceeding 40 years
Emoluments	Rs. 30,000/- to 35,000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

3. Name of the post	**Hostel Caretaker**
No. of Vacancy	**02 (Male – 01 ; Female – 01)**
Date of interview	**10.12.2021; 09: 30 AM**
Essential qualification	Graduate with at least three -years of experience preferably in handling Guest House/Reputed hostel.
Desirable Qualification	Good communication skills and ability to speak English, Hindi and any other Regional languages. Applicants should have a good temperament to interact with students. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 50 years
Emoluments	Rs. 20,000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

4. Name of the post	**Diploma Trainee (Computer & Networks)**	
No. of Vacancy	**02**	
Date of interview	**10.12.2021 ; 09: 30 AM**	
Essential qualification	Diploma in Computer Engineering /IT Engineering or ITI (computer) with 2 years experience	
Desirable Qualification	Experience in automation, computer applications, hardware maintenance, networking etc.	
Age limit	Not exceeding 30 years	
Emoluments	Rs. 12,000/- per month	
Duration	For period of one year which may be extended as per the requirement of the Institute.	

General Instructions / Information to the candidates:

Candidates having the requisite qualification and experience should upload the resumes at   https://forms.gle/5K473Mg5mFZ4gundA   (google form) and appear before the selection committee with their bio-data and all original certificates/documents of educational qualifications, experience along with its photocopies and a recent photograph for Interview/ personal discussion as per following schedule**.**

Post Name	Schedule
Office Assistant	**09.12.2021 (Thursday) at 09:30 AM.**
Accountant	**09.12.2021 (Thursday) at 01:30 PM.**
Hostel Caretaker	**10.12.2021 (Friday) at 09:30 AM.**
Diploma Trainee (Computer & Networks)	

No TA / DA is payable for attending the interview.

Place of Interview:
Administration Section
Indian Institute of Information Technology Design and Manufacturing, Kancheepuram
Melakkottaiyur, Vandalur - Kelambakkam Road, Chennai-600 127
Contact No: 044-27476300/6312, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/-
Registrar