



(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/13 -2022

22 November 2022

**WALK IN INTERVIEW:
Engagement of Accounts Assistant**

Indian Institute of Information Technology Design and Manufacturing, Kanchipuram 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 Kanchipuram 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 Kanchipuram invites candidates for the following temporary positions purely on **contract basis** for:

Name of the post	Accounts Assistant
No. of Vacancy	01
Essential qualification	B.Com & Equivalent Degrees
Desirable Qualification	<ul style="list-style-type: none">• Work experience in accounts related works.• Knowledge in tally software• 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.

General Instructions / Information to the candidates:

Candidates having the requisite qualification and experience should upload the resumes at Google form (Link – [Click here](#)) 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
Accounts Assistant	01.12.2022 (Thursday) at 08:30 AM.

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: 044-27476300/6313, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

**Sd/-
Registrar**