



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

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IIITDMK/AA/A14/2019

27.09.2019

**Walk-in-Interview for Temporary Position**

Indian Institute of Information Technology Design and Manufacturing, Kanchipuram is an Institution of National Importance established in 2007 by the Ministry of Human Resource Development, Government of India and is located at 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 inter-disciplinary 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 significant amount of emphasis for practice courses and theory concepts are also explored along with the relevant laboratory course.

IIITDM Kanchipuram invites candidates for Walk in Interview for the following temporary position purely on **contract basis** :

**Sponsored Research & Industrial Consultancy:**

Name of the Position	Qualification	Date & Time of Interview
Accounts Assistant (1 Position)	B.Com Degree with two years hands on experience in managing accounts, working knowledge of tally & MS Office <b>Age:</b> Below 35 years	10.10.2019 10:30 AM

The selected candidate is required to attend works concerning Accounts & Purchase of Sponsored Research & Industrial Consultancy at IIITDM Kanchipuram. They will be assigned duties and responsibilities relevant to their area.

**General Conditions/Instructions for the above post:**

1. Only Indian Nationals need to apply.
2. **Selected candidates will be appointed initially for a period of one year.** This may be extended taking into account performance.
3. The Selected candidates will be given fixed remuneration commensurate with their qualification and Experience.
4. Candidates should bring self-attested copies of the relevant certificates/testimonials along with the original certificates/documents.
5. No travelling or any other allowances is admissible for attending the interview.
6. The Institute reserves the right not to fill up the position, if it so decides.

7. The Institute reserves the right to terminate the appointment at any time before completion of the period, if it so decides.
8. No interim correspondence will be entertained.
9. Canvassing in any form will be a disqualification.

**Place of Interview:**

Administration Block,  
Indian Institute of Information Technology Design and Manufacturing, Kancheepuram  
Off Vandalur-Kelambakkam Road, Melakkottaiyur,  
Chennai-600127  
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Sd/xx  
Dean (SR&IC)  
IIITDM Kancheepuram