



(An Institution of National Importance under MHRD, Government of India)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6313

Fax: +91 44 2747 6301

Email: office@iiitdm.ac.in

IIITDMK/Admn/C/2-2020

30th January, 2020

Vacancy in Temporary positions

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 online applications for the following temporary positions purely on **contract basis** for:

1. Name of the post	PA to Director
Number of posts	1 (one post)
Essential qualification	First class in Master of Business Administration (On Regular mode)
Desirable Qualification	Knowledge of letter Drafting, good communication skills and computers specially MS office (word, power point, Excel).
Age limit	Not exceeding 30 years
Emoluments	Salary negotiable
Duration	For period of one year which may be extended as per the requirement of the Institute.

2. Name of the post	Hostel Caretaker
Number of posts	1 (one Male)
Essential qualification	Graduate with at least one year experience preferably in handling Guest House/Reputed hostel.
Desirable Qualification	Good communication skills and ability to speak English, Hindi and any other Regional languages. Applicant should have good temperament to interact with students. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 35 years
Emoluments	Rs. 20,000/- per month
Duration	For period of one year which may be extended as per the requirement of the Institute.

3. Name of the post	Accountant Trainee
Number of posts	2 (two posts)
Essential qualification	B.Com. / M.Com. with at least 2-3 years experience with Knowledge of Tally.
Age limit	Not exceeding 35 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	Office Trainee
Number of posts	02 (two Post)
Essential qualification	Degree in B.A/ B.Sc/ B.Com
Desirable Qualification	Knowledge of Drafting, good communication skills and computers specially MS office (word, power point, Excel).
Age limit	Not exceeding 35 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:

Interested and eligible candidates shall apply online in the link provided on Institute's website www.iiitdm.ac.in. Please keep your personal details, qualification details, experience details, soft copy of the passport size photograph, ready before starting online application.

Candidates who have submitted "Online application" only shall be considered for selection process.

When called for the selection process, applicants will have to bring printed copy of the online application (affix color passport size photograph on application form), self attested certificate in support of age, mark sheets and certificates of educational qualification, experience certificate/s, and other documents in support of the information submitted in the online application.

The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision in this regard shall be final.

No TA / DA is payable for attending the interview.

The last date for receipt of online application is 16-02-2020.

**Sd/-
Registrar**