



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

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IIITDMK/Admn/C/7 -2022

08 August 2022

WALK IN INTERVIEW

Engagement of Office Assistants, Accountant and Lab Technician

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	03
Essential qualification	Any Under Graduate degree.
Desirable Qualification	At least one-year experience preferably in Office/Admin/Placements/HR., Good communication skills and ability to speak English, Hindi and any other Regional languages. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 27 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
Essential qualification	B.Com Graduate with at least five years' experience in accounts related works and TALLY SOFTWARE KNOWLEDGE
Desirable Qualification	<ul style="list-style-type: none"> ● 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	Lab Technician (for Centre for AI, IoT and Robotics)
Number of posts	01
Essential qualification	First Class B.E./ B.Tech. in Mechanical engineering /Mechatronics/Instrumentation/Manufacturing/Production/eqvt. with two years' experience (or) First class M.E./M.Tech. in Mechanical engineering /Mechatronics/Instrumentation/Manufacturing/Production/eqvt.
Desirable Qualification	<ul style="list-style-type: none"> ● Skills and knowledge in Robotics and Automation ● Knowledge in Design and Manufacturing, Analysis of Robot Mechanisms. ● Knowledge in PLC Programming, HMI and SCADA ● Knowledge in Operation and Control of Drones ● Strong oral and written communication skills ● Must be motivated, self-driven, and adaptable.
Age limit	Not exceeding 35 years
Emoluments	Rs. 25,000/- to Rs.32,000/- per month
Duration	For a 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
Office Assistant	16.08.2022 (Tuesday) at 08:30 AM.
Accountant	17.08.2022 (Wednesday) at 08:30 AM
Lab Technician	18.08.2022 (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: 044-27476300/6312, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

**Sd/-
Registrar**