



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

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Email: recruit@iiitdm.ac.in

IIITDMK/Admn/C/12 -2022

31 October 2022

WALK IN INTERVIEW:

Engagement of Office Assistant and Accounts Assistant

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	01
Essential qualification	Graduate with at least one-year experience preferably in handling Office/Admin/Accounts/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	Accounts Assistant
No. of Vacancy	01
Essential qualification	B.Com Graduate with at least one year experience in accounts related works.
Desirable Qualification	<ul style="list-style-type: none"> • 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
Office Assistant & Accounts Assistant	09.11.2022 (Wednesday) 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**