



**Advt. No.IITDM/R/1/2012 – Non Teaching Posts**

Indian Institute of Information Technology, Design and Manufacturing, Kanchipuram is an autonomous Institute under Ministry of Human Resource Development (MHRD), Government of India. The Institute is located at Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600048. Applications in the prescribed format are invited from suitable Indian Nationals for the following posts.

**1. Assistant Registrar - 3 Posts (2 – UR, 1 - OBC)**

**Pay Band (PB-3): Rs.15600-39100 with GP: Rs.5,400/-**

A Postgraduate degree with at least 55% marks or equivalent grade and eight years relevant experience in a responsible supervisory position of which at least 3 years in the immediate lower grade i.e. Rs.6500-10500/7500-12000 (pre-revised)/ PB-2 (Rs.9300-34800) with a grade pay of Rs.4,600/Rs.4800 in the area of administration preferably in Government educational/ research institutes or in a commercial organization of national standing.

The candidate should have leadership qualities and requisite experience in one or more of the following areas:

- Accounting, Auditing and preparation of balance sheet etc.
- Administrative matters including legal, recruitment, establishment
- Academic matters such as conduct of examinations, maintenance of student records, award of scholarships, degree etc.
- Purchase procedures, procurement/distribution of materials, import procedure, stores accounting and stock verification etc.

The Knowledge / Experience of using Computer systems for information processing and retrieval is preferred.

**2. Junior Engineer (Electrical) - 1 Post (UR)**

**Pay Band (PB-2): Rs. 9300-34800 with GP: Rs.4200/-**

Degree in Electrical and Electronics Engineering with 2 years relevant experience or Diploma in Electrical Engineering with 5 years relevant experience.

**Desirable:** Preference will be given to candidates who have experience in the relevant area of electrical work and maintenance of buildings.

**3. Junior Technical Superintendent - 1 Post (UR)**

**Area – Computer Science and Engineering**

**Pay Band (PB-2): Rs. 9300-34800 with GP: Rs.4200/-**

Degree in Computer Science and Engineering / Information Technology / MCA / M.Sc. in appropriate field with two years relevant experience or Diploma in Computer Science and Engineering of three years duration with 5 years relevant experience.

Desirable: ME / M.Tech. / MS in Computer Science and Engineering / System administration skills

**4. Physical Training Instructor - 1 Post (UR)**

**Pay Band (PB-2): Rs. 9300-34800 with GP: Rs.4200/-**

Master's degree in Physical Education with one year relevant experience or Bachelor's degree in Physical Education with 3 years of relevant experience.

**5. Junior Accountant - 1 Post (UR)**

**Pay Band (PB-1): Rs. 5200-20200 with GP: Rs.2400/-**

B.Com with 2 years relevant experience and knowledge of accounting software

**6. Junior Assistant - 1 Post (UR)**

**Pay Band (PB-1): Rs. 5200-20200 with GP: Rs.2000/-**

Bachelor's Degree with knowledge of computer applications in office management.

**7. Junior Technician - 1 Post (UR)**

**Area – Electronics Engineering**

**Pay Band (PB-1): Rs. 5200-20200 with GP: Rs.2000/-**

Bachelor's degree in Electronics Engineering or Diploma in Electronics Engineering of three years duration or ITI\* in relevant field with minimum of 5 years experience.

\*ITI course of 12 months duration after completion of SSLC

Desirable: Knowledge of computer applications

**8. Junior Technician (Library) - 1 Post (UR)**

**Pay Band (PB-1): Rs. 5200-20200 with GP: Rs.2000/-**

(i) Degree from a recognized University and (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University / Institute. (iii) One year apprenticeship in any Library

**GENERAL INSTRUCTIONS TO ADVT. NO. IIITDM/R/1/2012 – Non Teaching Posts**

**Upper Age Limit (as on the closing date of receipt of applications) for**

Group A posts (Sl.No.1)	- 50 years
Group B Posts (Sl.No.2-4)	- 32 years
Group C Posts (Sl.No.5-8)	- 27 years

Age is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates as per Government of India norms.

**INSTRUCTIONS**

**Reservation: As per Government of India norms.**

1. The post carries retirement/ terminal benefits as per Govt. of India norms.
2. The SC/ST/OBCs are required to attach the latest Caste Certificate in the format as prescribed by the Govt. of India.
3. The candidates applying for more than one post must use separate Application form for each post (along with required demand draft in original) and send them in separate cover super-scribed with the name of the post applied for.
4. Persons serving in Govt./ Semi-Govt./ PSUs should send their application either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with DEMAND DRAFT in original. Candidates working in Government/ Semi Government if selected shall be considered for appointment on deputation for a period of two years.
5. Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases of meritorious candidates.
6. Maximum age limit for appointment on deputation basis shall not exceed 56 years as on the closing date for receipt of applications.
7. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.

8. Outstation candidates called for personal interview will be paid travelling allowance as per the norms prescribed by the Government of India.
9. Applications should be accompanied with a non-refundable demand draft of Rs.100/- for all the posts in favour of **“The Registrar, IIITD&M Kancheepuram” payable at Chennai.** The issuing date of demand draft should be within the duration of Advertisement. Demand Draft will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted, and such applications will be rejected forthright and the payment made shall stand forfeited. SC/ST and Physically Handicapped candidates are not required to submit the demand draft.
10. Incomplete applications/ without relevant supporting enclosures/ without prescribed demand draft/ application not in the prescribed format will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained and replied to.
- 11. Canvassing in any form will be treated as a disqualification for the post.**
12. The prescribed application form can be downloaded from the Institute’s website [www.iiitdm.ac.in](http://www.iiitdm.ac.in)
13. Completed application with all necessary documents should reach **within 30 days from the date of publication of this advertisement** to the following address:

**The Registrar  
Indian Institute of Information Technology, Design and Manufacturing,  
Kancheepuram  
Melakottaiyur, Off Vandalur – Kelambakkam Road,  
Chennai – 600 048**