

No. IITDM/Rectt./2018/01

Dated: 5th July, 2018

Recruitment for Contract Positions

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram (IITDM Kancheepuram) is an Institution of National Importance established in 2007 by the Ministry of Human Resources Development, Government of India. This institute is located at the outskirts of Chennai (approximately 25 Km from Chennai Airport) in the close proximity of the IT corridor, Industrial and Educational Institutions. It is a centre of Excellence for pursuing Design and Manufacturing oriented Engineering Education.

This institute offers Under Graduate, Post Graduate, Dual Degree programme in the areas of Computer, Electronics, and Mechanical Engineering and inters disciplinary PhD programmes in the core and applied areas of Science and Engineering. This institute gives significant emphasis for practice courses and theory concepts are also explored along with relevant laboratory courses. In concise, the motto of the institute is "**Learning by Doing**"

IITDM Kancheepuram invites online applications from candidates for the following temporary positions purely on contract basis as detailed below:

S.no	Name of the position	Qualification
1	Executive Assistant – 2 Positions	MBA (under regular mode only) from reputed institute. Good Communication Skills and Computer knowledge (working with MS Office tools). To identify and foster relationship with leading industries for academic / research interactions, placement, internship etc. Desirable : MBA Degree preferably from IIM and other reputed Institute Age : Preferably below 35 years
2	Executive Assistant (Accounts) – 1 position	CA/ICWA or MBA in area of Finance & Accounts. (Under regular mode only) with at least 2 year experience in a reputed Organization with excellent academic record. Good Communication Skills and Experience in handling Legal / Finance Age - Preferably below 35 Years.
3	Library Trainee	First class in BLISc with sound knowledge of Computer Application. Desirable: First Class Master Degree in Library and Information Science. Age: Preferably below 30 years.

Remuneration:

The remuneration will be fixed by the Selection Committee in commensurate with qualification and experience.

Opening date for submission of online application: 05.07.2018

Closing date for submission of online application: 22.07.2018

General Conditions/Instructions:

- a) The appointment will be on Contract Basis at fixed rate of remuneration, as recommended by the Selection Committee, for a period of 1 to 2 years based on experience and qualification. 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.
- b) 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, 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.
- c) The institute reserves the right to fill or not fill any or all the posts advertised.
- d) No Correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- e) The candidate is responsible for the correctness of the information provided in the application. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled / terminated.

Director