IIITDMK/AA/A7/2020   14.06.2020

Walk-in-Interview for TemporaryPosition

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram 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 Kancheepuram 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 Kancheepuram invites candidates for Walk in Interview **(through Google meet)** for the following temporary position purely on **contract basis**:

Sponsored Research & Industrial Consultancy:

Name of the Position	Qualification
Accounts Assistant (1 Position)	B.Com Degree with two years hands on experience inGovt/ Autonomous Bodies/Centrally Funded Educational Institutes / Statutory Organisation handling accounts related works and knowledgeof MS Office package. **Desirable**: Working knowledge of tally. **Age:** Below 35 years

The selected candidate is required to attend works concerning Accounts & Purchase, preparation of Utilization Certificate, BRS of various Projects at Sponsored Research & Industrial Consultancy at IIITDM Kancheepuram. In addition to this, the candidate may be assigned other duties and responsibilities as decided by the competent authorities.

General Conditions/Instructions for the above post:

1. Only Indian Nationals need to apply.

2. **Selected candidates will be appointed initially for a period of one year.** This may be extended taking into account performance.

3. The Selected candidates will be given fixed remuneration (Rs.20,000/- to 25,000/-) commensurate with their Qualification and Experience.

4. Interested eligible candidates may apply through the below Google form link.

    Link: https://forms.gle/6SsYJzdVCBkN6hrE6

5. Candidates are requested to attach their resume along with all Educational & Experience Certificates.

6. Last date of applying is 21 June 2020.

7. Shortlisted candidates will be intimated through email with the date of online test /interview.

8. Selected Candidates should bring self-attested copies of the relevant certificates/testimonials along with the original certificates/documents at the time of joining

9. The Institute reserves the right not to fill up the position, if it so decides.

10. The Institute reserves the right to terminate the appointment at any time before completion of the period, if it so decides.

11. No interim correspondence will be entertained.

12. Canvassing in any form will be a disqualification.

Mode of Test/Interview: Online

Place of work

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram
Off Vandalur-Kelambakkam Road, Melakkottaiyur,
Chennai-600127
Contact No: 044-27476393/9940553275
Email: sricce@iiitdm.ac.in

Sd/x

Dean (SR)

IIITDM Kancheepuram