



(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/1 -2022

23 February, 2022

**Walk in interview for various positions
Engagement of Office Assistants and 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 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 the following temporary positions purely on **contract basis** for:

1. Name of the post	Office Assistant
No. of Vacancy	03
Essential qualification	Graduate with at least one-year experience preferably in handling Office/Admin/Stores & Purchase related works.
Desirable Qualification	Basic knowledge on computer skills [MS Office, etc.] Good communication skills
Age limit	Not exceeding 35 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	Technician (Computer & Networks)
No. of Vacancy	01
Essential qualification	Diploma in Computer Engineering /IT/Electronics Engineering with 03 years experience in Computer and networks.
Desirable Qualification	Experience/Knowledge in Computer hardware and Networking (L2), VLAN, Switch Configuration, etc.
Age limit	Not exceeding 30 years
Emoluments	Rs. 16,000/- 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	09.03.2022 (Wednesday) at 09:30 AM.
Technician (Computer & Networks)	10.03.2022 (Thursday) at 09:30 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: 044-27476313/6312, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/-
Registrar
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