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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6313   Email: recruit@iiitdm.ac.in

IIITDMK/Admn/C/1 -2024   13th February, 2024

Walk in Interview for various positions on contract basis

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:

Interview Time : 09.30AM

1. Name of the post	**Hostel Manager (01)**
No. of Vacancy	**01**
Essential qualification	Under Graduate with at least six years' experience (Or) Post Graduate with MBA at least three-years of experience preferably in relevant hostel management/Guest House/Admin.
Desirable Qualification	Good communication skills and ability to speak English, Hindi and any other Regional languages. Applicant should have good temperament to interact with students. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 40 years
Emoluments	**Rs. 35,000/- per month**
Duration	For period of one year which may be extended as per the requirement of the Institute.

Interview Time : 09.30AM

2. Name of the post	**Hostel Care Taker**
No. of Vacancy	**03 (Male – 02 ; Female – 01)**
Essential qualification	Graduate with at least one-year of experience preferably in handling Guest House/Reputed hostel/Admin.
Desirable Qualification	Good communication skills and ability to speak English, Hindi and any other Regional languages. Applicant should have good temperament to interact with students. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 30 years
Emoluments	**Rs. 25,000/- per month and Free accommodation will be provided in Institute**
Duration	For period of one year which may be extended as per the requirement of the Institute.

Interview Time : 02.00PM

3. Name of the post	**Staff Nurse (Female)**
No. of posts	**01**
Essential qualification and experience	• B.Sc. in Nursing (or) 3-year Diploma in Nursing & Midwifery. • 02 years' experience in Govt./Semi Govt./Central Autonomous bodies/reputed hospitals.
Desirable experience	• Experience in any reputed hospital recognized by the Central or State Nursing Council.
Age limit	Not exceeding 35 years
Emoluments	**Rs. 20,000/- per month and Free accommodation will be provided in Institute**
Duration	For period of one year which may be extended as per the requirement of the Institute.

<u>**General Instructions / Information to the candidates:**</u>

Candidates having the requisite qualification and experience may appear before the selection committee on the specified schedule 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 on **<u>23.02.2024 (Friday).</u>**

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, Email: administration@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/-
Registrar