INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

(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/4 -2022   12 April 2022

Walk in interview for
Engagement of Secretarial Assistant (on contract)

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, Ph.D programmes in the areas of Computer, Electronics, Mechanical Engineering and inter-disciplinary 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 position purely on **contract basis** for:

1. Name of the post	**Secretarial Assistant**
No. of Vacancy	**01**
Essential qualification	• Graduate with at least **05** years' experience in handling Office/Admin/personal secretary related works. • Typewriting knowledge • Proficiency in MS Office
Desirable Qualification	• Good communication skills • Person having a secretarial work experience will be given preference.
Age limit	Not exceeding 45 years
Emoluments	Rs. 30,000/- 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
Secretarial Assistant	**22.04.2022 (Friday) at 09:00 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