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/02-2023   23 January 2023

Engagement of Security Officer (on contractual 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:

Name of the post	**Security Officer**
No. of Vacancy	**01**
Essential qualification	Ex-Servicemen JCO in Armed Forces (OR) Inspector from Para-Military Forces with 10 years' experience.
Desirable Qualification	Basic knowledge on computer skills [MS Office, etc.] Good communication skills
Job Requirements/ Nature of Job	The Officer will be responsible for: - (a) Supervising all the aspects of security measures for safety of the properties of IIITDM Kancheepuram campus and its units. (b) Responsible for proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules/procedures, etc. The candidate should be

	able to work round the clock (24x7) as and when required and attend in person to any security related emergency at the Institute. (c) To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with Security Rules and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage. (d) The Officer should be well conversant in firefighting arrangement to combat fire in emergency. (e) Any other duty as may be assigned by the authority from time to time in security related matters
Age limit	Not exceeding 55 years
Emoluments	Rs. 40,000/- 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) **on or before 08.02.2023, 05:00 PM** and **only shortlisted candidates** shall 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.

The date of interview will be intimated to the shortlisted candidates by email.

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: 044-27476312/6300, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/-
Registrar