



Advertisement for the Post of Project Assistant

Advt. No.: IITDMK/PR/PA/A17/2024

Date: 02nd August 2024

Applications are invited for the following post. The post is purely on a contractual basis.

Name of Position	Project Assistant
Number of Positions	One
Nature of Work	Operations and management of activities
Duration of the Position	The post is purely on a contractual basis and initially, the post is for 1 Year. It may be extended up to 4 Years.
Stipend	Rs. 25,000/- pm (Consolidated)
Title of the Sponsored Project	Information Security Education and Awareness (ISEA) Project Phase-III
Funding Agency	MeitY, Gol
P.I / Co-P.I	Dr. Noor Mahammad
Department	Computer Science Department
Educational Qualification	BE/B.Tech/equivalent/ME/M.Tech or equivalent in any discipline or any graduate in any discipline with 3 years working experience in any project or computer related job with proficiency in documentation and technical drafting
Additional Qualification (Desirable, if any)	Nil
Age Limit	40 years as on Last date of receiving the application
Interview Schedule:Date, Time & Venue	22.08.2024 at 10.00 am IITDM Kancheepuram, Admin Building

How to Apply and Selection Procedure:

1. Interested candidates are requested to fill their applications in the enclosed prescribed format. Take print of the application form sign, and submit the hard copy at the time of Interview.
2. Candidates should be present physically at 9.30am at IIITDM Kancheepuram located at Chennai - 600127 for the written test and/or interview.
3. Candidates should produce all educational and experience certificates at the time of interview for verification.
4. No TA/DA will be paid for attending the interview.
5. The selection process consists of written test followed by Interview. The topic for written test along with syllabus is enclosed.

For any clarification regarding the application process, the candidate may contact the PI. email: noor@iiitdm.ac.in

Sd/x

Dean (SR)

भारतीय सूचना प्रौद्योगिकी अभिकल्पना,
एवं विनिर्माण संस्थान, कांचीपुरम



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

An Institute of National Importance Specialized in IT Enabled Design and Manufacturing
Chennai - 600127

Topics for Written Test

Exam Pattern 50 MCQs Duration is 90 Minutes:

Syllabus: Computer basics, Computer Hardware components, operating systems basics, operating System types, hard disk partitioning, Micro Soft Word, Micro Soft XLSX, Internet Basics. Cyber Security Basics, Cyber Frauds, Fishing attacks, Cyber Hygiene.



Appl. No.:
(will be filled by Office)

APPLICATION FOR THE POSITION OF PROJECT STAFF

Candidates Photo
to be pasted here

1. Advertisement Number:
2. Name of the Post:
3. Candidate's Full Name (As per SSLC Mark sheet):
4. Father's Name of the Candidate:
5. Date of Birth of the Candidate:
6. Nationality:
7. Gender:
8. Category (Gen / OBC / SC / ST):
(For age relaxation only)
9. Address for Communication:
10. Permanent Address:
11. Contact Phone / Mobile Number(s):

12. Email Address:

13. Educational Qualifications Starting from Xth / SSLC:

Sl. No.	Degree & Branch	Institute / University	Year of Entry & leaving	Percentage / CGPA & Class	Mode (Regular / Part-time / etc.)

14. Academic Record: GATE/ CSIR - NET qualification details with percent marks / Rank, year of qualifying, etc.:

15. Names and addresses of two referees along with phone numbers and e-mail addresses:

a)

b)

16. Are you currently working in Central / State / Semi-Govt / PSU / Autonomous Bodies of the Govt.? (If yes, please submit NOC issued by your present employer):

17. Present Position / Designation:

18. Work Experience (in reverse chronological order including post held at present):

Sl. No.	Organization	Designation	Start Date & End Date	Pay Scale / Total Pay

19. If selected, time required to join:

20. Any other information you wish to mention:

UNDERTAKING

I hereby declare that I have carefully read and understood the instructions given in the Advertisement. All information furnished in this form as well as the attached documents are true and correct to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be canceled / terminated.

Signature of the Applicant

Date: