IIITDM/MMTTC/SR/25/26/02   26.06.2025

<u>Walk-in-Interview for Staff Position</u>
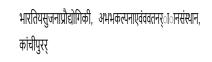
Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Human Resource Development, Government of India and is located at the outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

The Ministry of Education (MoE) has launched the Malaviya Mission Teacher Training Programme under which Malaviya Mission Teacher Training Centres (MMTTCs) have been established. The scheme aims to implement NEP recommendations, focusing on quality teaching, equity, online education, technology use, Indian language promotion, vocational education, and multidisciplinary education. One such MMTTC has been established in IIITDM Kancheepuram. The vision of the centre is to build competencies in faculty for better teaching, learning, research and academic leadership by aligning them with Indian values and updating their knowledge and skills according to the needs of society and NEP 2020.

IIITDM Kancheepuram invites candidates for Walk in Interview for the following contract staff positions:

Malaviya Mission Teacher Training Centre (MMTTC):

Name of the Position	Qualification	Consolidated salary per month
Support Staff	Any degree or diploma in engineering/science/commerce/arts/others **Age:** Below 27 years Preferred skills: • Familiarity with simple accounting tools, MS Office, Google tools etc. • Documentation skills Responsibilities: • Documentation of activities and preparing reports • MMC UGC web portal management • Managing stock and inventory • Preparing purchase indents and managing purchase related activities • General upkeep (decluttering and tidying up) • General support to the programmes organized by MMTTC	22000

General Conditions/Instructions for the above post:

1. Only Indian Nationals can apply.

2. Eligible candidates who are interested may walk-in directly on **July 1, 2025 @ 10.00 AM**

3. Candidates are requested to bring their resume along with passport size photographs, all Educational & Experience Certificates.

4. Shortlisted candidates will be intimated through email

5. Selected Candidates should bring self-attested copies of the relevant certificates/testimonials along with the original certificates/documents at the time of joining.

6. **Selected candidates will be appointed for a period of 6 months.** This may be extended by considering the performance of the staff.

7. The Institute reserves the right not to fill up the position, if it so decides.

8. The Institute reserves the right to terminate the appointment at any time before completion of the period, if it so decides.

9. No interim correspondence will be entertained.

10. Canvassing in any form will be a disqualification.

11. No TA applicable for Interview process.

Place of work:

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram
Off Vandalur-Kelambakkam Road, Melakkottaiyur,
Chennai-600127
Contact No: 044-27476393
Email: tlc@iiitdm.ac.in

Reporting time: July 1, 2025 at 8.30 AM

Reporting Venue: L313, Laboratory Complex, IIITDM Kancheepuram.

Sd
PIC-MMTTC

IIITDM Kancheepuram