INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

(An Institution of National Importance under Ministry of Education, Government of India)
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IIITDMK/Admn/C/01-2026 26th Nov 2026

Engagement of Consultant (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.

Applications are invited from retired employees to work as **Consultant (on contract)** at Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram **on short term contract basis** initially for a period of one year.

Name of the Post	**Consultant (On contract) -01 post**
Eligibility:	Retired officers from Central government, Central autonomous bodies/ IIT/NITs,etc.,who have retired in GP 4600/4800 and above.
Scope of work	(1) The officer should be well experienced in any areas of Administrative, Academic, Purchase, Audit and Accounts matters. (2) Well versed in Noting & drafting and correspondence with Ministry, Other offices etc. (3) Proficiency in usage of MS Office/ MS Excel etc.
Age Limit	Not exceeding 63 years as on the date of application.
Remuneration	A consolidated pay of Rs.45,000/- per month.

1. General conditions

a) The consultant shall abide with contract agreement, general conduct rules and information security act and other restrictions applicable to Govt. employees.

b) During the period of consultancy, he shall not be engaged in any private business or professional activity which could be in conflict with the interest of the Government. The consultant will observe the office timings, holidays of IIITDM Kancheepuram.

c) Initially the appointment will be for a period of one year and may be extended by the authority based on satisfactory performance.

d) It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by IIITDM Kancheepuram, by giving a month's notice either side without assigning any reason.

e) Headquarters of the consultant shall be Chennai and in case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.

f) The consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.

g) Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the consultant. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/ completion of the contract, the consultant shall not be entitled to the benefit of encashment of the un-availed leave.

h) The consultant will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of IIITDM Kancheepuram.

i) The consultant shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards.

j) The consultant shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in IIITDM Kancheepuram.

k) The consultant should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of IIITDM Kancheepuram before the expiry of the contract period and before final payment is released by IIITDM Kancheepuram.

l) The services of the consultant shall be terminated, at any point of time, if

   i. the services rendered by him/her are not satisfactory, or

   ii. any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or

   iii. there is any breach of any of the terms and conditions of contractual engagement

   (or)

   he/she is found to be involved in any act of indiscipline or misconduct

   (or)

   he/she is found to be involved in any act that proves unbecoming of him/her.

m) Notwithstanding what is provided above, the services of a consultant may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of IIITDM Kancheepuram in this regard shall be final and binding on the contractual staff.

2) Application has to be submitted in the prescribed proforma which can be downloaded from website: www.iiitdm.ac.in.

3) Application along with copy of all relevant documents viz. Copy of PPO, Retirement order, Certificate/Degree, Proof of date of birth, identification proof such as Aadhar Card or PAN Card may be submitted by e-mail to recruit@iiitdm.ac.in on or before **15th Dec 2026.**

4) No TA / DA is payable for attending the interview.

5. Place of Interview:

Administration Building
Indian Institute of Information Technology, Design and Manufacturing (IIITDM), Kancheepuram
Melakkottaiyur,
Vandalur - Kelambakkam Road,
Chennai-600 127.
Contact No: 044-27476312/6313, Email: recruit@iiitdm.ac.in
Website: www.iiitdm.ac.in

6. The date and time will be intimated to shortlisted candidates by email.

Sd/-
The Registrar, IIITDM Kancheepuram

Annexure-I

Application for the position of Consultant on Contract- IIITDM Kancheepuram

1. Name in full and address for correspondence (in Block letters): Gender : Male/Female		**Affix passport photo of self**
2. Mobile No.		
3. Email address		
4. Aadhar Card No.		
5. PAN No.		
6. Date of Birth (In Christian era) and age on the closing date of application		
7. a) The date of initial appointment b) The date of superannuation/retirement		
8.(a)Name of the organisation/office last served with address (b)Designation at the time of retirement/superannuation		
9.Details of departmental exams passed		
10. Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)		
11. Proficiency in Computer /Experience in Administration/ Establishment matters.		

12. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

Office/ Organisation	Whether Central Govt./ University/ Research Institutions/ Statutory/ Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

13. Additional details about your previous employment.	
14. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn	
15. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
16. Whether belong to SC/ST/OBC	
17. Remarks, if any	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this notification and willing to accept all the terms and conditions for engaging on contract basis.

Place: Signature of Candidate

Date:

Following documents are to be enclosed with the application

1. Identity proof :
2. Proof of address :
3. Copy of PPO :
4. Copy of Proofs of Educational qualifications: