

(An Institution of National Importance under MHRD, Government of India)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

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IIITDMK/Admn/C/4-2023

06th April, 2023

**Walk in Interview
Executive Assistant (Hostel)
(On Contract basis)**

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 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	Executive Assistant (Hostel)
Number of posts	01
Essential qualification	Graduate with at least three years' experience in Accounts preferably of handling the Hostel Accounts of Education Institutes.
Desirable Qualification	Good communication skills and ability to speak English, Hindi and any other Regional languages. Applicant should have good temperament to interact with students. Basic knowledge on computer skills [MS Office, etc.]
Age limit	Not exceeding 50 years
Emoluments	Rs. 25,000/- 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
Executive Assistant (Hostel)	17.04.2023 (Monday) 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, Email: office@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/-
Registrar