



(An Institute of National Importance under MHRD, Government of India)

Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600127

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Advertisement for Recruitment of Non-Teaching Posts

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram) is an Institution of National Importance established in 2007 by the Ministry of Human Resources Development, Government of India. This institute is located at the outskirts of Chennai (approximately 25 Km from Chennai Airport) in the close proximity of the IT corridor, Industrial and Educational Institutions. It is a centre of excellence for Design and Manufacturing Education. This institute offers Under Graduate, Post Graduate, Dual Degree programme in the areas of Computer Science, Electronics and Communications, Mechanical Engineering and smart manufacturing along with inter disciplinary Ph.D programmes in the core and applied areas of Science and Engineering.

The Institute invites online application for the following technical and administrative posts.

SI No	Post	7 th CPC Pay Matrix	SC	ST	OBC	EWS	UR	Total	Upper Age Limit
1	Registrar (On Contract)	Level - 14	0	0	0	0	1	1	55 years
2	Assistant Registrar (Accounts)	Level - 10	0	0	0	0	1	1	45 years
3	Assistant Registrar (Admin / Academics) (On Deputation)	Level - 10	0	0	0	0	1	1	56 years
4	Technical Officer	Level - 10	0	0	0	0	1	1	45 years
5	Junior Engineer (Civil)	Level - 06	0	0	0	0	1	1	32 years
6	Junior Engineer (Electrical)	Level - 06	0	0	0	1	0	1	32 years
7	Junior Superintendent	Level - 06	1	0	0	0	1	2	32 years

Sl No	Post	7 th CPC Pay Matrix	SC	ST	OBC	EWS	UR	Total	Upper Age Limit
8	Junior Technical Superintendent	Level - 06	1	0	1	0	2	4	32 years
9	Junior Assistant	Level - 03	0	1	2	1	5	9*	27 years
10	Junior Technician	Level - 03	1	1	2	1	6	11	27 years
11	Junior Technician (library)	Level - 03	0	0	1	0	1	2	27 years

*** One post at sl no. 9 is reserved for PwD candidate having Locomotor Disability (LD) including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.**

Details of Qualification, Experience, Desirable Requirement of the posts

1. Registrar - 01 (UR) (On Contract)	
Educational Qualification	<p>A Post Graduate Degree with at least 55 % marks or its equivalent grade.</p> <p>At least 15 years of experience as Assistant Professor in the pay level 11 (or equivalent VI CPC Scale) and above or 8 years of service in the pay level 12 (or equivalent VI CPC Scale) and above including as Associate Professor along with experience in educational administration.</p> <p align="center">or</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.</p> <p>Note: Appropriate regulation of UGC / MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
Desirable	<p>(i) Experience in Personnel Management, Human & Industrial Relations, Campus Management and other aspects of administration, preferably in a large educational / R&D Institution.</p> <p>(ii) Additional Degree / Diploma in Law or Management</p> <p>(iii) Familiarity with the use of computers in administration</p> <p>(iv) All round ability to coordinate and lead a team of administrative staff.</p>
Period of contract	<p>The post will be filled only through contract appointment and for a period of 03 years only. However, when a person from outside is recruited, his / her appointment may be for a period of 03 years initially and on satisfactory completion of the term or service as determined by a committee duly constituted by the Board, the services may be extended to another term of 02 years only. The total term shall not exceed five years. Persons working in Govt. / Autonomous body etc. may also apply and they can be considered for deputation and maximum age limit as per Govt. norms.</p>

2. Assistant Registrar (Accounts) - 01 (UR)

Educational Qualification	A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record.
Desirable	<ul style="list-style-type: none">➤ M.Com or MBA in area of Finance & Accounts from reputed institutions or Chartered / Cost accountant along with Post Graduate qualification with requisite experience.➤ Well versed in FR SR, General Financial Rules, Admin & Estt. Computer Accounting system with the knowledge of tally.➤ Experience in handling Finance and Accounts / Auditing / Stores & Purchase including regulations relating to purchase, store accounting etc in educational institute / industrial establishment etc.➤ Excellent in oral and written communication.➤ Proficient in management with interpersonal skills.

3. Assistant Registrar (Admin. / Academics) - 01 (UR) (On Deputation)

Educational Qualification	<ol style="list-style-type: none">I. A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record.II. A person holding analogous post on regular basis in Centrally Funded Technical Institute (CFTIs) with experience in Administration / Academics matters.
Desirable	<ul style="list-style-type: none">➤ Professional qualification in area of Management➤ Experience in handling Academic / Administrative / Legal / Establishments matters etc.➤ Excellent in oral and written communication.➤ Proficient in management with interpersonal skills.➤ Well versed in FR SR and General Financial Rules.

4. Technical Officer - 01 (UR)

Educational Qualification	First class B.E/B.Tech with 8 years experience or First class M.E/M.Tech with 5 years experience in Computer Science and Engineering / Information Technology / Electronics and Communication Engineering / Electrical and Electronics Engineering or First class MCA with 8 years experience.
Desirable	Post Qualification work experience in Automation, System administration; Support to research etc.

5. Junior Engineer (Civil) - 01 (UR)	
Educational Qualification	B.E / B.Tech. in Civil Engineering with 2 years relevant experience. or Diploma in Civil Engineering with 5 years experience.
Desirable	<ul style="list-style-type: none"> ➤ Knowledge in Structural Engineering. ➤ Experience in civil work maintenance of Industrial / Commercial / Educational Institutions. ➤ Proficiency in Computer. ➤ Good Supervisory skills with ample technical knowledge.

6. Junior Engineer (Electrical) - 01 (EWS)	
Educational Qualification	B.E / B.Tech. in Electrical / Electrical and Electronics Engineering with 2 years relevant experience. or Diploma in Electrical / Electrical and Electronics Engineering with 5 years experience.
Desirable	<ul style="list-style-type: none"> ➤ Experience in electrical maintenance. ➤ Experience in maintenance of electrical utility of Industrial / Commercial / Educational Institutions. ➤ Proficiency in Computer. ➤ Good Supervisory skills with ample technical knowledge.

7. Junior Superintendent - 02 (UR- 01) (SC - 01)	
Educational Qualification	First class Bachelor's degree with 6 years relevant experience or First class B.com with 6 years experience with the knowledge of Tally for accounting position.
Desirable	<ul style="list-style-type: none"> ➤ Post Qualification Experience in handling Academic / Administrative / Legal / Finance / Stores & Purchase / Establishments matters etc in CFTIs / Govt. of India. ➤ Well versed in FR SR and Rules of Govt. of India for Administration posts. ➤ General financial rules, FR SR, Computer Accounting system with the knowledge of tally for accounting position.

8. Junior Technical Superintendent - 04 (UR - 02, OBC- 01, SC-01)

Stream	No. of post	Qualification and experience	Desirable
Computer Science and Engineering	01 (UR)	BE / B.Tech in Computer Science Engineering / Information Technology with 5 year experience or MCA with 5 years experience.	Post qualification experience in Automation / Computer Applications /Website maintenance etc.
Electronics and Communication Engineering	02 (UR-01, OBC 01)	BE / B.Tech in Electronics / Electronics and Communication Engineering with 5 year experience.	Post qualification experience in Networking / System Maintenance /Computer Applications / Maintenance of Electronic Lab Equipment etc.
Mechanical Engineering	01 (SC - 01)	BE / B.Tech in Mechanical Engineering with 5 year experience	Post qualification experience in Mechanical workshop / CAD / Design

9. Junior Assistant - 09 (UR - 05, EWS - 01, OBC - 02, ST - 01)

Educational Qualification	Bachelor's degree with knowledge of computer operations or B.Com with the knowledge of Tally
Desirable	Post qualification experience in handling Administrative/Academic/ Finance & Accounts/ Purchase & Stores preferably in Govt. establishments / CFTIs.

10. Junior Technician - 11 (UR – 06, EWS – 01, OBC – 02, SC-01,ST- 01)			
Stream	No. of post	Qualification and experience	Desirable
Computer Science and Engineering	UR-1	Diploma in Computers /IT Engg. or ITI (computer) with 2 years experience.	Post qualification experience in handling Networking / Computer Applications , Maintenance of scientific instrument etc.
Electronics and Communication Engineering	UR-02 EWS-01 OBC-01	Diploma in Electronics / Electrical Engg. or ITI (Electrical/Electronics) with 2 years experience.	Post qualification experience in handling Electronics Equipment / Maintenance of scientific instrument etc.
Mechanical Engineering	UR-02 OBC-01 ST-01	Diploma in Mechanical Engg. or ITI (Fitter/Machinist) with 2 years experience.	Post qualification experience in Mechanical workshop
Physics	UR-01 SC-01	BSc. (Physics) or Equivalent	Post qualification experience in handling of lab, Maintenance of scientific instrument etc.

11. Junior Technician (Library) - 02 (UR - 01, OBC - 01)	
Educational Qualification	Degree from recognized university with Diploma in library science. or 3 year degree in Library science.
Desirable	Post qualification experience /Exposure in Library operation of Educational Institutions; Exposure in RFID/ Computerized Management System.

GENERAL INSTRUCTIONS

- 1.** Applicants are required to submit on-line application and the candidates applying for more than one post are required to submit application & payment for each post separately. Enclosures, if any, in support of application are to be uploaded as separate documents (pdf preferred) along with the application form.
- 2.** The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment including written test / skill test / interview will be purely provisional and the final selection is subject to fulfilling the eligibility conditions.

3. Candidates should carefully fill up all the required details in the online application form including DoB, Education qualification, details of valid community/PwD certificates, Experience, the details of the online payment etc., as no correspondence regarding change of details will be entertained. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
4. The prescribed educational qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test / Interview. Further, only post qualification experience will be taken into consideration.
5. **Age Limit:**
 - a) Age limit is prescribed for each post separately.
 - b) Relaxation in upper age limit by 05 years for SC/ST candidates and 03 years for OBC candidates, against the posts reserved for these categories would be admissible. Relaxation of age would be admissible for Ex-servicemen, PwD candidates as per Central Government Rules.
6. Candidates applying for the post reserved for PwD-LD have to submit an attested copy of Disability Certificate in the prescribed format at the time of Written Test/Skill Test, clearly indicating the percentage of disability, issued by Medical Board consisting of at least 03 members out of which one shall be a specialist in the particular field for assessing disability, duly constituted by Central or a state Government. Degree of disability for reservation shall be a minimum of 40% of relevant disability.
7. **For Deputation:**

While forwarding their applications, it may be ensured that they fulfill the eligibility conditions. Duly attested photocopies of their up-to-date Confidential Reports or the same may be forwarded by the concerned employer institution to IIITDM Kancheepuram (at least for the latest 05 years in a sealed envelope) may also be enclosed along with the applications. It may also be clearly stated that no vigilance / disciplinary proceedings is pending or contemplated against the candidate concerned. Applications without vigilance clearance and CR Dossiers will not be considered.
8. Persons serving in Govt./ Semi-Govt./ PSUs shall apply online and forward their application through proper channel or alternatively, they shall furnish a **NO OBJECTION CERTIFICATE** at the time of written test / interview.
9. Selected candidates will be under probation for a period of 1 or 2 years as the case may be and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule.

- 10.** The Institute reserves the right to rectify any discrepancy in the Pay, Pay Level, etc., if found later on.
- 11.** Name of the Shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Selection Test and/or Skill test and / or Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e., www.iiitdm.ac.in for updated information regarding the recruitment.
- 12.** Candidates may be posted and/or transferred to any department at any time during their service career at the discretion of the management.
- 13.** Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases of meritorious candidates.
- 14.** New Pension Scheme (NPS) will be applicable to all permanent employees of the Institute who join the regular post after 01.01.2004, subject to the rules governing the scheme.
- 15.** The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision in this regard shall be final
- 16.** Applicants belonging to General / EWS / OBC category are required to pay non-refundable application fee of Rs.300 through online and indicate the Reference number (DU number) in the online application. A copy of the payment receipt may be enclosed along with of application. The link for payment is provided in the application form of web page No application fee is required for Women, SC/ST, and physically challenged candidates. Application fee will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted. Online application submitted without requisite fee will be rejected forthright without any correspondence.
- 17.** Incomplete applications or application without relevant enclosures will be out rightly rejected. No Interim correspondence will be entertained and replied to.
- 18.** Canvassing in any form will be treated as a disqualification for the post.
- 19.** In case of Group A posts, only the candidates shortlisted and qualified for interview will be paid 2nd AC train fare by the shortest route from their residence or place of work. No TA is applicable for other posts.

20. Selection process :

- a) The institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for written test / Skill test / Interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
- b) For Post code 1 to 4 (Group A), the candidate shortlisted are to appear for presentation or written test and only the candidates securing the minimum cutoff set by the Institute shall be qualified to appear for the interview before the selection panel.
- c) For post 5 to 11 (Group B & C) the further screening and/ or selection will be through written test / trade test / computer test as the case may be and the institute reserves the right to decide the mode of screening and testing the applicants for shortlisting and selecting.
- d) The decision of the committee involved in the shortlisting process shall be final. No interim correspondence / enquiry will be entertained from the candidate in connection with shortlisting process.
- e) Final decision on the matter of recruitment is reserved with appointing authority.

After successful completion and submission of online application, all the candidates are required to download copy of the application and enclose self-attested copies of their Educational and experience certificates including Community certificates and payment receipt, send to following address in an envelope super scribing "Application for the Post of _____" and only their application will be taken for further consideration. The institute is not responsible for any postal delay. All the pages of application shall be serially numbered and signed by the candidate. Non receipt of these documents will be considered as incomplete application.

The Director, IIITDM Kancheepuram, Melakottaiyur, Off Vandalur Kelambakkam Road, Chennai - 600 127, Tamil Nadu, India.	Any query contact: Email : recruit@iiitdm.ac.in Phone : 91 44 2747 6313
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21. Important dates:

- a) Online Application Opening date : 19.06.2019
- b) Online Application Closing date : 22.07.2019
- c) Last Date for receipt of hard copy application by the institute : 31.07.2019 @ 05.30 p.m.

Director