



Advt. No.IITDM/R/1/2014 – Non Teaching Posts

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram is an autonomous Institute under Ministry of Human Resource Development (MHRD), Government of India. The Institute is located at Melakottaiyur, Vandalur-Kelambakkam Road, Chennai-600127. Applications in the prescribed format are invited for the following posts:

1. Registrar (Contract / Deputation): ONE POST (UR)

PB4: Rs.37400-67000 GP: Rs.10000

The upper age limit is 55 years and the maximum tenure of the post would be 5 years.

Essential Qualification: A Postgraduate degree with at least 55% marks or equivalent grade from a recognized Institute/University with:-

At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years in the AGP of Rs.8000/- and above including as Associate Professor alongwith experience in educational administration (Or) Comparable experience in research establishments and/or other institutions of higher education. (Or) 15 years of administrative experience, of which 8 years as Deputy Registrar or an equivalent post.

Desirable:- (i) experience in personnel management, human relations, industrial relations, campus management and other aspects of administration, preferably in a large educational/R&D institution. (ii) A Ph.D., degree and/ or a degree in Law/Management (iii) familiarity with the use of computers in administration (iv) all round ability to co-ordinate and lead a team of officers with a variety of expertise.

2. Deputy Registrar (Admin) (Direct Recruitment/Deputation): ONE POST (UR)

PB3: Rs.15600-39100 GP: Rs.7600/-

Essential Qualification: Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized Institute/ University along with (i) Nine years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration OR (ii) Comparable experience in research establishment and/or other institutions of higher education OR (iii) Five years of administrative experience as Assistant Registrar in the GP of 5400/- or in an equivalent post.

Desirable: Candidates should have leadership qualities and requisite experience in one or more of the following areas: Administrative matters including legal, recruitment, reservation polices, establishment, Academic matters such as conduct of examinations, maintenance of students' records, award of scholarships, degree etc., Purchase procedures, procurement/distribution of materials, import procedure/stores accounting, stock verification etc. Knowledge/Experience of using Computer system with relevant software in related area for Information processing and Retrieval.

3. Executive Engineer (Direct Recruitment/Deputation): ONE POST (UR)
PB3: Rs.15600-39100 GP : Rs.6600/-

A first class Bachelor's Degree in Civil Engineering with minimum of 8 years experience in civil works viz. construction and maintenance of multi-storey RCC framed structure buildings and roads, public health engineering services and works such as water supply and drainage disposal appropriate to a township. Out of the above at least 05 years experience should be in a responsible position. The candidates having experience in CPWD procedures, knowledge of computer application and structural design would be preferred.

4. Assistant Executive Engineer (Direct Recruitment/Deputation): ONE POST (UR)
PB3: Rs.15600-39100 GP : Rs.5400/-

Essential: A 1st class Bachelor Degree, OR equivalent in the field of Civil Engineering with relevant experience of three years.

Desirable: The Candidates should have experience in the field of civil works viz. construction and maintenance of multi-storey RCC framed structure buildings and roads, public health engineering services and works such as water supply and drainage disposal appropriate to a township, CPWD procedures and knowledge of computer application and structural design software(s) would be preferred.

5. Technical Officer Gr.-I TWO POSTS (UR-1, OBC-1)
PB3: Rs.15600-39100 GP : Rs.5400/-

A. Computer Science Engineering (1 Post-OBC)

B. Electronics Engineering (1 Post-UR)

M.E./M.Tech/M.S. in relevant field from a recognized University/Institution with a minimum of three years relevant experience preferably in teaching or research (OR) B.E./B.Tech in relevant field from a recognized university/Institution with a minimum of five years' experience.

6. Junior Superintendent TWO POSTS (UR-2)
PB2 : Rs.9300-34800 GP : Rs.4200/-

Essential: (i) Master's Degree with one year experience in academic administration like admission, examination, student affairs etc. or Establishment, Recruitment, Pension/Provident Fund, Staff Matter or Stores & Purchase etc. OR (ii) Bachelor's Degree with at least 5 years of working experience in academic administration like admission, examination, Student Affairs etc. or Establishment, Recruitment, Pension/Provident Fund, Staff Matter or Stores & Purchase etc.

Desirable: Working Experience in reputed Engineering / Technical Institutes of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institutions and Knowledge in Computer application like MS Office etc.

7. Junior Engineer (Electrical) ONE POST (UR)
PB2 : Rs.9300-34800 GP : Rs.4200/-

Essential: Degree in Electrical and Electronics Engineering with 2 years relevant experience or Diploma in Electrical Engineering with 5 years relevant experience.

Desirable: Preference will be given to candidates who have experience in the relevant area of construction, maintenance of buildings.

- 8. Junior Technical Superintendent** **THREE POSTS (UR-1, OBC-1, SC-1)**
PB2 : Rs.9300-34800 GP : Rs.4200/-

A. Computer Science and Engineering (1 Post-SC)

Degree in Computer Science Engineering with two years experience or Diploma in Computer Science Engineering with 5 years relevant experience.

B. Electronics Engineering (1 Post-UR)

Degree in Electronics and Communication Engineering with two years experience or Diploma in Electronics and Communication Engineering with 5 years relevant experience. Knowledge of computer applications.

C. Mechanical Engineering (1 Post-OBC)

Degree in Mechanical Engineering with two years' experience or Diploma in Mechanical Engineering with 5 years relevant experience. Knowledge of computer applications.

- 9. Sr. Library Information Assistant** **ONE POST (UR)**
PB2 : Rs.9300-34800 GP : Rs.4200/-

Degree from a recognized University or equivalent

Bachelor's degree or equivalent diploma in Library Science of a recognized University / Institute or equivalent obtained after graduation

Experience of two years in a Library/ Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent.

- 10. Junior Assistant** **FIVE POSTS (UR-2, OBC-2, Ex.SM-1)**
PB1 Rs.5200-20200 GP: Rs.2000/-

Bachelor's degree from a recognized University with knowledge of computer applications in office management.

- 11. Junior Technician** **FOUR POSTS (UR-2, OBC-1, SC-1)**
PB1 Rs.5200-20200 GP: Rs.2000/-

A. Computer Science Engineering (1 Post-UR)

B. Electrical Engineering (1 Post-UR)

C. Electronics Engineering (1 Post-OBC)

D. Mechanical Engineering (1 Post-SC)

Bachelor's degree in appropriate field or Diploma in engineering of three years duration in appropriate field (or) ITI in relevant field with minimum of 5 years' experience (ITI course of 12 months duration after completion of SSLC/Matric.) Knowledge in computer applications.

GENERAL INSTRUCTIONS TO ADVT. NO. IIITDM/R/1/2014 – Non Teaching Posts

Upper Age Limit (as on the closing date of receipt of applications) for

- Group A posts (Sl.No.2-5) - 50 years
Group B Posts (Sl.No.6-9) - 32 years
Group C Posts (Sl.No.10-11) - 27 years

INSTRUCTIONS

1. The age limit and qualification will be reckoned as on the last date of receipt of applications. Age is relaxable in case of SC / ST / OBC / Ex-servicemen / PH candidates / Departmental candidates as per Government of India norms.
2. The candidates applying for more than one post must use separate Application form for each post (along with required application fee) and send them in separate cover super-scribed with the name of the post applied for.
3. Persons serving in Govt./ Semi-Govt./ PSUs should send their application either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with application fee.
4. 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.
5. 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.
6. Maximum age limit for appointment on deputation basis shall not exceed 55 years as on the closing date for receipt of applications.
7. 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.
8. Outstation candidates called for personal interview will be paid travelling allowance as per the norms prescribed by the Government of India.
9. Applications should be accompanied with application fee (Rs.200 for General / OBC category candidates, Rs.100/- for Women, SC/ST and Physically challenged candidates) in the form of a non-refundable demand draft as mentioned in the application form in favour of **"The Registrar, IIITD&M Kancheepuram"** payable at Chennai. The issuing date of demand draft should be within the duration of Advertisement. Application fee will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted, and such applications will be rejected forthright and the payment made shall stand forfeited.

10. Incomplete applications/ without relevant supporting enclosures/ without prescribed application fees/ application not in the prescribed format will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained and replied to.

11. Canvassing in any form will be treated as a disqualification for the post.

12. The prescribed application form can be downloaded from the Institute's website www.iiitdm.ac.in

13. Completed application with all necessary documents should reach **on or before 13.06.2014** to the following address:

The Registrar

Indian Institute of Information Technology, Design and

Manufacturing Kancheepuram

Melakottaiyur, Off Vandalur – Kelambakkam Road,

Chennai – 600127