

Advt. No.IITDM/R/1/2013 – Non Teaching Posts

Indian Institute of Information Technology, Design and Manufacturing, Kanchi 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 (Deputation / Contract):

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 policies, 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. Chief Security Officer **ONE POST (UR)**

PB3: Rs.15600-39100 GP: Rs.5400/-

Essential Qualification: Bachelor's degree from a recognized University. More than 15 years' experience in Police / Para Military Forces / Defense services, holding the rank of and above Deputy Superintendent of Police or Captain in Army or its equivalent in Navy and Air Force. Holding a valid driving license to drive Motor cycle/car/jeep etc.,

Desirable:-Candidate should have adequate knowledge of firefighting, management of subordinates, capability to liaise with different government and non-government organizations and skill to tackle labour related problems. Experience in any Engineering/Technical Institutes like IITs/IISERs/IISc/NITs and similar Govt of India Institutions.

4. Junior Superintendent **ONE POST (OBC)**

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.

5. Junior Technical Superintendent **TWO POSTS (UR-2)**

PB2 : Rs.9300-34800 GP : Rs.4200/-

A. Computer Science and Engineering (1 Post)

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)

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.

6. Junior Assistant **ONE POST (SC)**

PB1 Rs.5200-20200 GP: Rs.2000/-

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

7. Junior Attendant **ONE POST (UR)**

PB1 Rs.5200-20200 GP: Rs.1800/-

Matriculation/SSLC or equivalent.

GENERAL INSTRUCTIONS TO ADVT. NO. IIITDM/R/1/2013 – Non Teaching Posts

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

Group A posts (Sl.No.2-3)	- 50 years
Group B Posts (Sl.No.4-5)	- 32 years
Group C Posts (Sl.No.6-7)	- 27 years

INSTRUCTIONS

1. The age limit and qualification will be reckoned as on the last date of receipt of applications.
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. Candidates working in Government/ Semi Government if selected shall be considered for appointment on deputation for a period of two years.
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 56 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 its 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 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. Women Candidates, SC/ST and Physically challenged candidates are exempted from application fee.
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 10th May 2013** to the following address:

**The Director
Indian Institute of Information Technology, Design and
Manufacturing Kancheepuram
Melakottaiyur, Off Vandalur – Kelambakkam Road,
Chennai – 600127**