



(An Institution of National Importance under MoE, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6313

Email: recruit@iiitdm.ac.in

IIITDMK/Admn/C/5 -2022

25 May 2022

**Walk in interview for the post of Accounts Assistant
(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 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.

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 following position:

Name of the post	Accounts Assistant
No. of Vacancy	01
Essential qualification	B.Com Graduate with at least three years' experience in accounts related works.
Desirable Qualification	<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.• Good knowledge in tally software• Experience in handling Finance and Accounts / Auditing / in educational institutes / industrial establishment etc.• Excellent in oral and written communication.• Proficient in management with interpersonal skills.
Age limit	Not exceeding 35 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
Accounts Assistant	03.06.2022 (Friday) 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: 044-27476313/6312, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

**Sd/-
Registrar**