



Indian Institute of Information Technology Design and Manufacturing, Kurnool

(An Institute of National Importance fully funded by MHRD, Govt. of India)

Jagannathagattu, Dinnedavarapadu Village, Kurnool , Andhra Pradesh - 518 007

Dated: 15th February, 2019

Walk In Interview for Administrative & Accounts Officer (On Contract)

Indian Institute of Information Technology Design and Manufacturing, Kurnool is an Institute of National Importance established in 2015 by the Ministry of Human Resource Development, Government of India. It is a centre for higher learning in Design and Manufacturing oriented Engineering Education and Research. The Institute is located at Jagannathagattu, Dinnedavarapadu Village, Kurnool Andhra Pradesh and construction of state of art campus is under progress. This institute is mentored by IIITDM Kancheepurm.

The Institute offers B.Tech programme in Computer Science and Engineering, Electronics and Communication Engineering and Mechanical 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 Kurnool invites qualified candidates for **walk in interview** for the following contract post

1	Number of posts	01 (Administrative & Accounts Officer)
2	Duration of the position	01 year (likely to be extended based on performance)
3	Monthly Compensation	Around Rs.40, 000/- and higher remuneration will be considered for qualified experience person.
4	Essential Qualifications	Postgraduate degree preferable with professional qualification like MBA.
6	Experience	Person having experience in Administrative & Accounts matter in supervisory capacity.
7	Job Profile	Managing the Administrative / Accounts / Stores & Purchase function of the institute. Correspondence with Audit / Ministry / Local Administration and other function as entrusted by Director.
8	Age	Preferably below 45 years.

General Conditions / Instructions for the above posts:

1. Selected candidates will be appointed initially for a period of one year purely on temporary basis.
2. Candidates should bring self-attested copies of the relevant certificates/testimonials along with the original certificates/documents at the time of interview.
3. No travelling or any other allowances is admissible for attending the interview.
4. The Institute reserves the right not to fill up the position, if it so decides.
5. The Institute reserves the right to terminate the appointment at any time before completion of the period, if it so decides.
6. No interim correspondence will be entertained.
7. Canvassing in any form will be a disqualification

Date & Time of Interview	Place of Interview	Contact details:
02.03.2019 @ 9 AM	Office IIITDM Kurnool Jagannathagattu, Dinnedavarapadu Village, Kurnool , Andhra Pradesh - 518 007	E-mail: office@iiitk.ac.in Phone : 7901034537 08518-289111

Mentor Director