IIITDMK/MMTTC/SR01/2024   18.06.2024

Walk-in-Interview for Staff Position

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Human Resource Development, Government of India and is located at the 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.

The Ministry of Education (MoE) has launched the Malaviya Mission Teacher Training Programme under which Malaviya Mission Teacher Training Centres (MMTTCs) have been established. The scheme aims to implement NEP recommendations, focusing on quality teaching, equity, online education, technology use, Indian language promotion, vocational education, and multidisciplinary education. One such MMTTC has been established in IIITDM Kancheepuram. The vision of the centre is to build competencies in faculty for better teaching, learning, research and academic leadership by aligning them with Indian values and updating their knowledge and skills according to the needs of society and NEP 2020.

IIITDM Kancheepuram invites candidates for Walk in Interview for the following contract staff positions:

1. **Malaviya Mission Teacher Training Centre (MMTTC)**:

Name of the Position	Qualification	Consolidated salary per month
Project Assistant	Essential Qualification: • BE/B.Tech. with 4 years' experience in Mechanical/ Electrical/Electronics/ Mechatronics/Robotics/Computer Science Engineering with minimum 70% marks or 7.0 CGPA. Age: Below 35 years Preferred skills: • 3D printing and scanning • Laser cutting/engraving • CAD, CAM, & CNC • Circuit design and prototyping • Coding, physical computing, and IoT • Design and Fabrication Responsibilities: • 3D Printing - Checking files, g-code, slicer settings, and running and monitoring prints. • Laser cutting - vetting illustrator files for possible issues before authorizing prints. • VMC and CNC Router operation – generate g-codes and set-up VMC and machine the components • Inventory management and organization • Supporting program curricula • Learning safe and proper equipment operation and best practices • Machine maintenance and troubleshooting • Monitoring of equipment for safety and proper use according to SOP • Manage communications and engagement on social media accounts • Helping students with their projects	35000

Name of the Position	Qualification	Consolidated salary per month
Computer Assistant	B.E./B.Tech./Diploma in Electrical/Electronics/CSE/IT with project experience in video recording and editing preferred. **Age:** Below 35 years Preferred skills: • Videography/Photography • Audio Recording and Video Editing • Visual Design and Simple Animations • Adobe Illustrator, Premiere Pro etc. • Simple accounting tools, MS Office Responsibilities: • Operate, maintain, produce, and troubleshoot audio-visual equipment and materials. • Working experience in academic institutions is preferred. • Schedule and assist with the usage of equipment to enhance meetings, lectures, and seminars. • Provide instruction in the use of media and computer technology within or outside the institute in the forms of individual lessons or scheduled courses, depending on the need. • General studio upkeep (decluttering, tiding up, managing external shoots) • Website management	30000
Support Staff	Any degree or diploma in engineering/science/commerce/arts/others **Age:** Below 27 years Preferred skills: • Familiarity with simple accounting tools, MS Office, Google tools etc. • Documentation skills Responsibilities: • Documentation of activities and preparing reports • MMC UGC web portal management • Managing stock and inventory • Preparing purchase indents and managing purchase related activities • General upkeep (decluttering and tiding up) • General support to the programmes organized by MMTTC	22000

General Conditions/Instructions for the above post:

1. Only Indian Nationals can apply.

2. Eligible candidates who are interested may walk-in directly on **25.06.2024 @ 10.00am**

3. Candidates are requested to bring their resume along with passport size photographs, all Educational & Experience Certificates.

4. Shortlisted candidates will be intimated through email

5. Selected Candidates should bring self-attested copies of the relevant certificates/testimonials along with the original certificates/documents at the time of joining.

6. **Selected candidates will be appointed for a period of 6 Months.** This may be extended by taking into account the performance of the staff.

7. The Institute reserves the right not to fill up the position, if it so decides.

8. The Institute reserves the right to terminate the appointment at any time before completion of the period, if it so decides.

9. No interim correspondence will be entertained.

10. Canvassing in any form will be a disqualification.

11. No TA applicable for Interview process.

Place of work

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram
Off Vandalur-Kelambakkam Road, Melakkottaiyur,
Chennai-600127
Contact No: 044-27476393
Email: tlc@iiitdm.ac.in

MMTTC

IIITDM Kancheepuram