Advt.No.IIITDMK/C/3/2019   **Date: 12.04.2019**

<u>**Recruitment of Faculty (On Contract) for English Language &**</u>

<u>**Placement Coordinator cum Public Relation Officer (On Contract)**</u>

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 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 offers 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 application for following post as per details given below:

I. Faculty (On Contract) for English Language:

1	Number of post	One Post
2	Duration of the position	The appointment will be on Contract Basis, as recommended by the Selection Committee, for a period of 1 to 3 years based on experience and qualification.
3	Monthly Remuneration	Remuneration will be fixed by the selection committee taking into account credential of the candidate.
4	Essential Qualifications	Good academic record with at least 55% marks at Masters level along with Ph. D in English Language studies / English linguistics from reputed university / institution from India and abroad.
5	Job Profile	The candidates are expected to teach English Language to first year under graduate students besides conducting training to students to enhance their communication skills. They are also expected to contribute to other academic and administrative requirement of English programme of the Institute.
6	Preferable Age	40 years.

II. Placement Coordinator cum Public Relation Officer (On Contract)

1	Number of post	One Post
2	Duration of the position	01 year (likely to be extended based on performance)
3	Monthly Compensation	Suitable remuneration will be fixed taking into account experience and qualification.
4	Essential Qualifications	Postgraduate degree preferable with professional qualification like MBA with good academic record.
5	Experience	5 year experience in Placement / HR activities.
6	Job Profile	The Placement Coordinator will be responsible for facilitating job placements of graduating students from IIITDM with the support of student and faculty members of the IIITDM Placement Committee. Towards this end, The placement Coordinator will:- • Create and implement a framework for training (behavioural and skill based) for students • Organise regular sessions for students to orient them about employment options and career pathways. • Communicate and interact with reputed companies and facilitate their participation in the placement process. • Public relations: Anchor the process of developing the campus, Annual Reports, Brochures, conduct exhibitions, display materials in exhibitions and other forums. • Design and plan the placement brochure which would be sent across to the organisations. • Facilitate feedback from the organisations who have participated in the placement process and have employed IIITDM graduates in the past and use the same to better the process. • Facilitate smooth communication between placement committee members, students interested in placements, faculty and Institute authorities who are part of the placement committee and organisations showing interest in campus placement process. • Create and maintain MIS report of the placement process. • Any other responsibilities / tasks assigned from time to time by the competent Authority of IIITDM Kancheepuram.
7	Age	Preferably below 35 years.

- Interested and eligible candidates shall forward their application in the prescribed format along with their **updated brief resume,** self-attested copies of their Educational and Experience certificates in an envelope superscribing of "Application for the Post of _____" to the following address and the last date for receipt of application is 15.05.2019 @ 05.30 p.m.

- **Application received without required enclosures will be summarily rejected without any intimation and postal delay will not be considered as valid reason for delay in submission of application and such application will be summarily rejected.**

Postal address:

The Registrar
Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram
Melakottaiyur, Off Vandalur – Kelambakkam Road,
Chennai – 600 127.

Institute reserved the right for:

1. Short listing of suitable candidate is based on relevant experience, academic record and etc.

2. Selection is based on performance of the candidate in written test / presentation / interview.

3. No TA will be paid for attending written test / interview.

4. Institutes reserve the right not to fill up the position, if suitable candidates are not found.

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.

Contact us:
Phone   : 044 27476313 / 6312
Email   : recruit@iiitdm.ac.in
Website: www.iiitdm.ac.in

The application, complete in all respect, should reach the institution latest by

15.05.2019 @ 05.30 p.m.

Registrar

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

(An Autonomous Institution established by, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

मेलक्कोठठैयुर, वंडलूर–केलमपाक्कम राड़, चेन्नई–600127

Ph: +91 44 2747 6300 / 6313   Fax: +91 44 2747 6301   recruit@iiitdm.ac.in

1. Advertisement No.	Advt.No.IIITDMK/C/3/2019 Dt. 14.04.2019	Affix Photograph with light back ground
2. Post Applied for		
3. Name in Full		
4. Name of Father / Husband / Guardian		
4. Address for Communication		
Phone No.	Landline: Mobile:	
Email		
5. Permanent Address		
Phone No.	Landline: Mobile:	
6. Date of Birth (dd/mm/yy)	/ / Age: Y M	
7. Nationality		
8. Sex	Male / Female	
9. Present Position / Designation & last pay drawn.		

10. Educational Qualifications (Starting with SSLC)

Sl No	Degree	Branch	Institution / University	Year of Entry	Year of leaving	Percent age / Grade	Regular / Part time / Distance

11. Work Experience (in reverse chronological order)

Sl No	Name of the Organization	Designation held	Date of joining (dd-mm-yy)	Date of leaving (dd-mm-yy)	Duration (YY-MM)	Total Emolument (per annum)

12. Details of publications (Journals, Conference papers, Book s, Articles, etc.) if applicable

12. Names and addresses including email, fax, tel. no., of three Referees.
   (at least one of them should be familiar with your recent work); Referees will be contacted by the Institute.

Name   :
Address :

Email   :

Name   :
Address :

Email   :

Name   :
Address :

Email   :

13. Any other information you wish to mention:

UNDERTAKING

I hereby declare that I have carefully read and understood the instructions and all information furnished in this form as well as the attached sheets are true and correct to the best of my knowledge and belief. I fully understand that if it is found later that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Date   :   (Signature of Applicant)
Place :

Note: Please attach your updated brief resume.