



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India)
Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

Advt. No. IIITDMK/Admin/Contract. Rectt /1/2025

8-7-2025

Walk In Interview for recruitment of Project Assistant (on contract)

Indian Institute of Information Technology Design and Manufacturing Kurnool, an Institute of National Importance, under Ministry of Education, Government of India, conducts Walk In Interview for recruitment of **Project Assistant for Admin section (on contract)**. The required qualifications and other terms and conditions are specified below.

1	Name of Post	Project Assistant (on contract) for Admin section
2	Number of Posts	01
3	Age limit	65 Years
4	Total Emoluments	Consolidated pay of Rs 35000/- per month.
5	Tenure	11 months and extendable based on the performance and requirement of IIITDM Kurnool.

Essential Qualifications: Bachelor's degree from a recognized university.

Essential Experience:

- 5 years of administrative experience preferably have worked in Central Govt/Autonomous Bodies.
- The Individual should be well experienced in the areas of Administration & related matters.
- Well versed in Noting, drafting and correspondence with Ministry, Other offices etc.
- Proficiency in usage of MS Office/ MS Excel/ MS Power Point etc.

Job Description

- The Project Assistant (Admin) shall work in the Admin Section and render administrative support.
- In addition, should deal with recruitment matters, RTI related matters, Legal and any other work assigned by the superior authority.

Schedule of Walk In Interview

Date of Walk In Interview	25-7-2025
Reporting Time	10.00 AM
Venue	Mini Conference Hall, Administrative Building, IIITDM Kurnool

General Information and Instructions

1. The Walk-In-Interview will be conducted for the Indian nationals for the post of **Project Assistant (on contract)**.
2. Applicants should go through the advertisement thoroughly and should fill up all the required information in the prescribed proforma as asked for.
3. The post is on purely temporary basis for a period of 11 months and extendable based on the performance and requirements of IIITDM Kurnool.
4. Candidates are required to carefully go through the details of qualifications, experience, and instructions specified in this notification. They should satisfy themselves, before applying that they possess at least the minimum essential qualifications, work experience etc. as laid down in the advertisement.
5. The candidate should possess the degree mentioned in the notification awarded by an Institute/University recognized by the Government/other Statutory Bodies.
6. Mere fulfilment of minimum qualifications and experience requirement does not entitle a candidate to get selected for the post.
7. The Institute reserves the right to set higher norms than the minimum while selecting, taking into account the specific requirements of the Institute. The decision of the Institute in all matters related to interview shall be final and no correspondence from the candidates will be entertained in this regard.
8. The candidate is responsible for the correctness of the information provided in the application. If it is found at a later stage that any information provided by the candidate is incorrect/false, his/her appointment will be cancelled.
9. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
10. No TA/DA will be paid for attending the walk-in interview.
11. The decision of the Institute in all matters will be final and no correspondence whatsoever will be entertained by the candidates.
12. Applicants are requested to look at website of IIITDM Kurnool (www.iiitk.ac.in) from time to time for any information, updates etc. Updates, if any will be published on the website only and will not be advertised in the newspaper.
13. This temporary post does not confer any right/claim for regularization/absorption at IIITDM Kurnool.
14. Candidates have to carry the application form (Enclosed as Annexure-I) and original documents in support of all the required educational qualifications, experience and other claims etc. together with a set of self-attested copies of all the documents, at the time of interview.
15. The detailed terms and conditions will be as per IIITDM Kurnool norms and will be mentioned in the letter of appointment.

Sd/-
Registrar,
IIITDM Kurnool



APPLICATION FORM

Note: Please read the instruction carefully given in the notification before filling the application form. Fill this form using blue/black pen only. Furnishing of incorrect information/suppression of information would lead to rejection of application.

Post Applied for: Project Assistant (On Contract)

Please Paste your
recent colour
photograph of
size 4.5cm x 3.5
cm.

1. Full Name in Block Letters

2. Father's/Spouse Name :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Permanent Address :

4. Communication Address

5. Email Id :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Mobile Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. Date of Birth (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--

8. Age as on 25.7.2025:

--	--	--	--	--	--	--	--	--	--

9. Gender

--	--	--	--	--	--	--	--	--	--

10. Nationality:

--	--	--	--	--	--	--	--	--	--

11. Category (SC/ST/OBC/EWS/UR):

--	--	--

12. Marital Status:

--	--	--	--	--	--	--	--	--	--

13. Aadhar Number

--	--	--	--	--	--	--	--	--	--

14. Ex-Servicemen (Yes/No) :

--	--	--

15. Organisation Last Served:

--	--	--	--	--	--	--	--	--	--

16. Qualifications

Examination	Year	Class	% / CGPA	University/ Institute	Subjects	Specialization
SSC (10)						
HSSC (10+2)						
Under Graduate						
Post Graduation (if any)						

16. Details Of Employment/ Experience In Chronological Order (Starting from latest)

Sl No	Name of Organization Served	Designation	Pay Level	Period		Period of Service	Nature of appointment (regular/adhoc/deputation)	Nature of duties
				From	To			

17. Details of Experience:

--

18.

(a) Have you ever been arrested, prosecuted, and kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam. /Selections or debarred from taking any Exam. /Rusticated by any University or any other educational authority/Institution?

(b) Is any case pending against you in any court of law, University, or any other educational authority/Institution. (If, yes provide details in separate sheets).?

19. If appointed, how much time is required for joining the post:

--	--	--	--	--	--	--	--	--	--

20. Any other relevant information: (Max 500 words):

--

Date:

Place:

Signature of Candidate