



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/S&P/Contract. Rectt /1/2025-26

Dt. 23-06-2025

Notification for the post 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, invites applications for the post of **Project Assistant for Stores & Purchase section (on contract)**. The required qualifications and other terms and conditions are specified below.

1	Name of Post	Project Assistant (on contract) for Stores & Purchase section
2	Number of Posts	01
3	Age limit	65 Years
4	Total Emoluments	Consolidated pay of Rs. 40,000 to 50,000/- per month depending on qualifications and experience.
5	Tenure	11 months extendable upto max. 3 years subject to review of the performance and requirement of IIITDM Kurnool.
Essential Qualifications: Bachelor's degree from a recognized university (Preferably in Accounting/Finance/Commerce/related field).		
Essential Experience: 5 years of administrative experience and at least 2 years of experience in Stores and Purchase department in Govt/Autonomous Bodies/PSU etc.		
<u>Job Description</u>		
1. He/she will deal with stores aspects, i.e. procurement, storage, receipt, issue preservation and ensure proper implementation of the same from time to time.		
2. Dealing with routine correspondence, report and returns regarding procurement, issue and condemnation of stores, procedure for disposal and unserviceable stores, preparation of loss statements and 'write off' stores, import/export/procurement/GeM.		
3. Any other work assigned by the superior authority.		

Interested and Eligible candidates are required to submit application fee of Rs. 200/- through online mode/internet banking as per the following details: -

Name of Account	Details of Bank	Account Number	Account Type	IFSC Code
IIIT DESIGN AND MANUFACTURING KURNOOL	SBI – IIITDM CAMPUS KURNOOL	37806955974	Current Account	SBIN0064655

Last date for submission of complete application form by e-mail (Single PDF)
is on or before 16-07-2025.

Candidates should send the completed application subject with relevant supporting self-attested documents in a single pdf by mentioning subject as “Application for Post of Project Assistant for Stores & Purchase section (On Contract)” through email to “recruitment@iiitk.ac.in”.

General Information and Instructions

1. Applications are invited from Indian nationals for the post of **Project Assistant (on contract)**.
2. Applicants should attach proof of payment in respect of application fee along with the application. Applications received without requisite application fee or not in the prescribed application format will be summarily rejected. Biodata/ Curriculum vitae etc. will also not be considered and will be summarily rejected.
3. Female candidates, SC/ST, PwD and Ex-Servicemen candidates are exempted from payment of application fee. SC/ST, PwD and Ex-Servicemen candidates shall submit valid proof for claiming exemption of application fee.

4. Incomplete/ partially filled application forms will not be considered.
5. The application & supporting documents submitted must be clear & legible failing which the application will be summarily rejected and no further correspondence in the matter will be entertained. Hence applicants are instructed to carefully check the PDF file containing the application & supporting documents before sending the application through email to verify whether the same are legible and also whether the application is complete.
6. No correspondence by any means, will be entertained from candidates regarding conduct & result of interview, reasons for not being called for interview.
7. The Institute reserves the right to shortlist only the candidates whose candidature matches with relevant work experience for the smooth execution of the activities.
8. The decision of the Institute in all matters will be final and no correspondence whatsoever will be entertained by the candidates.
9. The date and time of Interview will be informed only through the Institute website/ E- mail to shortlisted candidates.
10. The Institute reserves its right to have suitable scrutiny criteria meeting the requirements of the Institute.
11. 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.
12. List of shortlisted candidates to appear for an interview will be notified in the webpage of the Institute. (www.iiitk.ac.in)
13. Applicants should go through the advertisement thoroughly and should fill up all the required information in the prescribed proforma as asked for.
14. The post is on purely temporary basis.
15. 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.
16. The candidate should possess the degrees mentioned in the notification awarded by an Institute/University recognized by the Government/other Statutory Bodies.
17. Mere fulfilment of minimum qualifications and experience requirement does not entitle a candidate to get selected for the post.
18. 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 the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
19. 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 and further, the candidate will be made liable for criminal action.
20. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
21. No TA/DA will be paid for attending the walk-in interview.
22. This temporary post does not confer any right/claim for regularization/absorption at IIITDM Kurnool.
23. Candidates have to carry 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.
24. 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