



PDPM

**Indian Institute of Information Technology, Design & Manufacturing  
Jabalpur**

## Advertisement

### Skill test & Face-to-face Interview on 19<sup>th</sup> May, 2022

#### IT Executives and Office Assistants [on contract]

Applications are invited for the position of IT Executives and Office Assistants to work under a sponsored project supported by Asi@Connect, TEIN\*Cooperation Center. The details are as follows:

Title of the Project: **“Empowering Girls to Reduce the Gender Gap in IT and ITES Sectors in South Asia Region: Training and E-Content Development Programme.”**

Project duration: **12 Months**

Duration of the post: **upto February 28, 2023**

Sl.No.	Posts	No. of posts	Essential Qualification, Experience requirement and age limit	Nature of appointment and duration*	Consolidated Salary
1.	IT Executive (Technical support staff)	02	BE (IT/CSE/CSE) or MCA with at least two years of work experience on web application development, website development and maintenance, OR multimedia content management, animation design, IT tools for promotion and publicity of educational programmes and database management	Purely on contract and for the duration of the project upto February 28, 2023.	Negotiable (Rs. 30,000/- to Maximum 35,000/- per month)
2.	Office Assistant (Office support staff)	01/02	A graduate degree with at least one year of experience in accounting software, Office tools OR letter\note drafting in English, publicity and promotion of educational programmes, Account\Data management, Office tools	Purely on contract and for the duration of the project upto February 28, 2023.	Negotiable (Rs. 22,000/- to Maximum 25,000/- per month)

*\* Appointment will be purely on contract basis.*

**Brief Description of the Job Profile for the post is given below.**

**IT Executive (Technical support staff):** The project work will involve website development and maintenance, web application development, multimedia content management, IT tools for promotion and publicity of educational programmes and database management for course promotion, educational content management, animation design etc.

**Office Assistant (Office support staff):** The project work will involve management of finance and accounts of accounting software, extensive use of office tools, letter drafting, publicity and promotion of educational programmes, data management.

**How to Apply:** Fill the Google form <https://forms.gle/ENCJ2T7nYUSSW8Qj8> on or before Tuesday **May 16, 2022 by 6.00 PM.**

**Tentative Date, Time, and Venue of the Interview: Thursday, May 19, 2022, 10.00 am onwards.** The skill test and the interview will be conducted at the Computer Centre of the PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur. **The shortlisted candidates will be notified only through email.** Candidate should check their email.

**Important Information for candidates:**

1. Candidates should have a good academic record and should possess good communication and soft skills. Fluency in Hindi and English reading, writing and speaking is essential.
2. The post is purely on consolidated amount basis and no other benefits (such as housing, transportation, etc.) will be provided to the selected candidates.
3. The posts will be filled up on contract basis for a period starting May 25, 2022 until February 2023 and no further extension will be provided.
4. Persons employed in Government/Semi-Government Organization are required to produce a no objection certificate at the time of interview. Persons retired from defence or any other central government services will also be considered for appointment.
5. The Institute reserves the right to fill or not to fill the post advertised.
6. The candidate will have no direct or indirect claim of a regular appointment on any post at PDPM IITDM Jabalpur.
7. All interested candidates must register themselves through Online Registration form available on this link: <https://forms.gle/ENCJ2T7nYUSSW8Qj8>
8. Skill Test & Face-to-face INTERVIEW to be held on Thursday, May 19, 2022 10:00 am onwards at the Institute Campus, Computer Centre. **Please note that only shortlisted candidates will be contacted through email on May 17, 2022.**
9. No correspondence in the matter will be entertained.

**Contact:**

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